



## JOB SPECIFICATIONS

### 1. Director Trade facilitation - KTNA 2

**Job Title:** Director Trade facilitation - KTNA 2

**Reports to:** CEO

**Duty Station:** Nairobi

#### **Purpose for the Job**

To Continuously analyze the trade facilitation trends available for conducting trade within Kenya and globally and make appropriate recommendations to reduce the impact of tariff and non-tariff barriers to trade.

Engage and lobby the trade community in both the public and private sectors across the supply chain with a view to strengthening capacity as regards to measures to facilitate and ease trade in Kenya and the region.

Oversee the Operationalization and Management of the National Electronic Single Window System (NESWS) and other Value-Added Systems as Trade Facilitation Tools.

#### **Duties and Responsibilities**

- i. Prepare strategic business models, annual budgets and business and performance work plans to enable trade facilitation.
- ii. To continuously analyze the supply chain and recommend trade facilitation strategies required to improve trade processes and procedures by working closely with relevant stakeholders & other partners, representatives of business and trading community in Kenya and the region in order to identify and specify needs, strengths and weaknesses in the existing systems and procedures for facilitating trade.
- iii. Conduct consultative workshops with relevant partners to strengthen capacity, facilitate and ease trade and cooperate with the trading community.
- iv. To assess the current business and to promote comprehensive cooperation and understanding among public sector and trading community.
- v. To provide expertise and recommendations as to how to adapt internationally acclaimed trade facilitation measures to local realities.

- vi. To identify institutional, legal and functional gaps which hinder the introduction of trade facilitation measures in the country and recommend appropriate action.
- vii. Ensure good customer service function.
- viii. To engage and lobby the trade community across trade logistics.
- ix. Manage research & development function through the executive and optimal use of the NESWS as a trade facilitation tool.
- x. To oversee business systems reengineering among the users of single window system continuous improvement of business environment.

### **Minimum Academic, Professional Qualifications and Experience**

- i. Relevant experience in trade facilitation of not less than twelve (12) years, seven (7) of which should be in a senior management position.
- ii. Master's Degree business field - Commerce, economics or in any business related field from a recognized institution.
- iii. Bachelor's degree in a business field - Commerce, economics or in any business-related field from a recognized institution.
- iv. Qualifications and exposure in transport logistics and shipping.
- v. Knowledge of international convention/agreements such as World Trade Organization, EAC Protocol etc is an added advantage.
- vi. Be a member in good standing to a professional body.
- vii. Leadership development programme lasting not less than four (4) weeks from a recognized institution.
- viii. Meets the provision of Chapter Six of the Constitution.

## **2. Assistant Manager, Trade facilitation- KTNA 4**

**Job Title:** Assistant Manager, Trade facilitation

**Reports to:** Manager, Trade facilitation and Value Add Services

**Duty Station:** Mombasa

### **Purpose for the Job**

Oversee the functions of Human Resources, Trade Facilitation, Information Technology and Customer Service in the region (Mombasa). This will involve implementation of the Coordinated Border Management, National Single Window, Customs Connectivity, Ports Program, and the Customs Modernization programs, coordinating and ensuring customer service standards are always maintained as outlined on the institution's service charter.

## **Duties and Responsibilities**

- i. Support operations of the Kenya Electronic Single Window system and all Partner Government Agencies systems that the system is integrated with in the region.
- ii. Support Trade Facilitation programmes and initiatives in the region i.e. Pre-Arrival Clearance program, Implementation of Mombasa Community Port Charter.
- iii. Spearhead the Agency resource mobilization efforts in-line the resource mobilization policy in the region.
- iv. Coordinate planning and implementation of the activities and operations of the region.
- v. Oversee and coordinate the development and monitoring of the annual operating and capital budgets for the region.
- vi. Oversee and manage implementation various MOU/SLAs the Agency has signed with various entities including both government and the private sector.
- vii. Assess the status and promote comprehensive cooperation and understanding among public sector (particularly Customs services and Ports Authority) and trading community and to provide expertise and recommendations as to how to adapt internationally acclaimed trade facilitation measures to local realities.
- viii. Spearhead lobbying the trading community (public and private) across the supply chain with a view to strengthening capacity regarding measures to facilitate trade in the region.
- ix. Coordinate preparation, management of budget estimates and expenditure for the region.
- x. Provide overall guidance on areas of Internal Trade in the region's County governments, including engaging the respective County Executives with a view of identifying areas of cooperation.

## **Minimum Academic, Professional Qualifications and Experience**

- i. Relevant experience in trade facilitation of not less than eight (8) years.
- ii. Master's Degree business field - Commerce, economics or in any business-related field from a recognized institution.
- iii. Bachelor's degree in a business field - Commerce, economics or in any business-related field from a recognized institution.
- iv. Be a member in good standing to a professional body.
- v. Management/Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- vi. Meets the provision of Chapter Six of the Constitution.

### **3. Product and Application Development Officer- KTNA 7**

**Job Title:** Product and Application Development Officer

**Reports to:** Assistant Manager, Product and Application Development

**Duty Station:** Nairobi

#### **Purpose for the Job**

To Analyze needs, designs, writes and tests new or existing programs and applications and to Apply judgment in devising program logic and selecting and adapting standard programming procedures, write programs and manuals.

#### **Duties and responsibilities**

- i. Compile and write documentation of software development and subsequent revisions, inserting comments in the coded instructions so that others can understand the software.
- ii. Testing of developed applications.
- iii. Write, update and maintain computer software or software packages to handle specific jobs, such as storing and retrieving data, or controlling other equipment.
- iv. Maintenance of applications, repair or expansion of existing software to increase operating efficiency or adapt to new requirements.
- v. Write, analyze, review and rewrite software, using flowchart diagrams, and applying knowledge of computer capabilities, subject matter and symbolic logic.
- vi. Write or contribute to instructions or manuals to guide end users.
- vii. Provide software support for computer operators or system analysts to define and resolve problems in running software solutions.
- viii. Training end users.

#### **Minimum Academic, Professional Qualifications and Experience**

- i. At least two (2) years' experience in Product & Application Development.
- ii. Bachelor's degree in software programming, Computer Science, Information Technology, Business IT or related form a recognized institution.
- iii. Meets the provisions of Chapter Six of the Constitution.

#### **4. System Analyst – KTNA 7**

**Job Title:** System Analyst – KTNA 7

**Reports to:** Assistant Manager, Product and Application Development

**Duty Station:** Nairobi

#### **Purpose for the Job**

Responsible for ensuring that information systems requirements and processes are gathered, analyzed, designed and implemented thereby ensuring the organization operates more efficiently and effectively.

#### **Duties and Responsibilities**

- i. Analyzing KenTrade’s and stakeholders existing systems to identify opportunities that can improve efficiency of business processes
- ii. Translating business requirements of KenTrade departments and stakeholders into highly specified project briefs
- iii. Specifications of systems requirements and information systems design
- iv. Identifying options for potential solutions and assessing them for both technical and business suitability
- v. Drawing up specific proposals for modifying or replacing existing systems
- vi. Ensuring technical compatibility and user satisfaction
- vii. Train end users on new systems

#### **Minimum Academic, Professional Qualifications and Experience**

- i. At least two (2) years’ experience in system analysis.
- ii. Bachelor’s degree in computer science or information technology, Business IT or related field from a recognized institution.
- iii. System analysis and design Certification.
- iv. Project Management Professional (PMP) Certification is an added advantage
- v. Meets provision of chapter six of the Constitution

## **5. Internal Auditor - Information Systems - KTNA 7**

**Job Title:** Internal Auditor - Information Systems - KTNA 7

**Reports to:** Manager Internal Audit

**Duty Station:** Nairobi

### **Purpose for the Job**

To provide independent assurance, consulting and advisory function to the Board and management of KENTRADE meant to add value through the systematic evaluation of the organizations processes and operations to assure the effectiveness and efficiency of compliance, internal control, risk management and governance processes.

### **Duties and Responsibilities**

- i. Participate in preliminary review of all areas of the organization to establish a risk-based work plan of action at the beginning of each financial year, for presentation to the manager internal risk for approval. The plan includes audit activities, risk management coordination, quality management and compliance reviews.
- ii. Conduct assigned audits (regulatory, compliance or operational review/audits) as per the approved internal audit work plan to ensure effectiveness and efficiency of operations, compliance with relevant laws, policies, procedures and best practice.
- iii. Perform audits of information systems controls including system development standards, programming controls, backup and disaster recovery, system security, data integrity, database administration and end user control and system maintenance.
- iv. Reviewing compliance with regulations, instructions and procedures in implementation of ICT systems.
- v. Conduct regular internal control assessments of the Agency's Information Systems and ICT Infrastructure.
- vi. Identify the level of conformance with established rules, regulations policies and procedures and recommend suitability of internal control design and areas for improvement.
- vii. Conduct audits of revenue and expenditure from time to time to ensure that controls to safeguard them are maintained at all times.
- viii. Prepare audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audits and conclusions.
- ix. Effectively test and document the results of audit carried out ensuring that conclusions, findings and recommendations are properly supported.

- x. Prepare and present written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management.
- xi. Conduct operational, compliance, financial and investigative audits, as assigned.
- xii. Follow up on audit findings to ensure that management has taken corrective action(s).

### **Minimum Academic, Professional Qualifications and Experience**

- i. At least two (2) years' experience in information systems auditing.
- ii. A bachelor's degree in finance, Accounting, Information Systems or any other relevant degree or its equivalent from a recognized Institution.
- iii. Certification in Information Systems Audit.
- iv. Certified Public Accountant of Kenya CPA(K)
- v. Membership to the Institute of Internal Auditors in Good Standing (IIA) or Membership with the Institute of Certified Public Accountants of Kenya (ICPAK) in Good Standing.
- vi. Meets the provision of Chapter Six of the Constitution.

### **6. ICT Service Support Assistant - KTNA 9**

**Job Title:** ICT Service Support Assistant - KTNA 9 - 2 posts

**Reports to:** Senior System Administrator

**Duty Station:** Nairobi

#### **Purpose for the Job**

To provide support and guidance in the deployment, maintenance of computer infrastructure and the diagnosis and resolution of technical problems and issues

#### **Duties and Responsibilities**

- i. Receive issues and log in the issues.
- ii. First line support.
- iii. Escalate issues to specialist areas.
- iv. Track issues/monitor and track resolution of issues up to closure.
- v. Generate progress reports.
- vi. Troubleshooting and second line support.
- vii. ICT communication to users.

## **Minimum Academic, Professional Qualifications and Experience**

- i. Diploma in Information Technology or related field from a recognized institution.
- ii. Cisco Certified Network Associate (CCNA) or Microsoft Certified Engineer (MCSE).
- iii. Meets provision of chapter six of the Constitution.

### **7. Office Assistant - KTNA 11**

**Job Title:** Office Assistant - KTNA 11 - 2 posts

**Reports to:** Administration Officer

**Duty Station:** Nairobi

#### **Purpose for the Job**

To perform diverse errands including mail delivery and maintaining office cleanliness also, includes preparing and serving tea to staff on time and ensuring that food or snacks orders are delivered on time during meetings

#### **Duties and Responsibilities**

- i. Preparing and serving tea.
- ii. Clearing and cleaning utensils.
- iii. Ensuring beverages are distributed to the offices.
- iv. Ensuring that visitors and meetings are served adequately.
- v. Maintain cleanliness in the kitchen.
- vi. Preparation of a shopping list for beverages.
- vii. Ensuring that beverages are purchased on time.
- viii. Custodian of kitchen equipment and their maintenance.
- ix. Deliver mail parcels and cheques to various destinations.
- x. Making telephone, electricity and water bill payments at the relevant offices.
- xi. Making company cheque deposits at bank.
- xii. Post office picking and dropping mail.
- xiii. Making photocopies of office documents as required.

## **Minimum Academic, Professional Qualifications and Experience**

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C- (C minus).
- ii. Meets the provisions of Chapter Six of the constitution.



## HOW TO APPLY

- A. Qualified and interested candidates are requested to submit their application letter, curriculum vitae (that contains details of qualifications, work experience, email and telephone contacts including names, telephone and email contacts of three (3) referees who must be familiar with the candidates' previous work experience) and copies of all certificates & relevant testimonials.
- B. Successful candidates shall be required to obtain and submit **valid** copies of the following documents before an offer is made.
- i. **Certificate of Good Conduct** from the Directorate of Criminal investigations (CID)
  - ii. **Clearance** Certificate from the Higher Education Loans Board (HELB)
  - iii. **Tax Compliance** Certificate from Kenya Revenue Authority (KRA)
  - iv. **Clearance** form from the Ethics & Anti-corruption Authority (EACC)
  - v. **Clearance** certificate from a recognized Credit Reference Bureau (CRB)
- C. Visit: [www.kentrade.go.ke](http://www.kentrade.go.ke)

From there, you will be directed to the e-recruitment portal where you can:

- i. Create a user account
- ii. Create your profile – *Edit your profile if you already have an account.*
  - *The information on the profile is split into tabs that the user must fill out before submitting a job application which includes the following:*
    - i. Biodata - General information about the applicant
    - ii. Academic qualifications – attach certificates
    - iii. Professional qualifications – attach certificates
    - iv. Employment history – Record of previous employers
    - v. Referees
    - vi. Attach application letter, CV
    - vii. Input current and expected salary
    - viii. Submit application
    - ix. Click **My Applications** to check or confirm if your application has been successfully submitted.

All applications must be received not later than **Monday May 05, 2025**.

**KenTrade values diversity therefore women and Persons with Disability (PWD) are strongly encouraged to apply.**