



KENYA TRADE NETWORK AGENCY

ANNOUNCEMENT OF VACANCIES

The Kenya Trade Network Agency (KenTrade) is a State Corporation under the National Treasury whose mandate is to implement, operationalize and manage the Kenya National Electronic Single Window System (Kenya TradeNet System) as well as Trade Facilitation.

To fulfil our mandate, we wish to engage suitably qualified candidates who meet the requirements of Chapter 6 of the Kenya Constitution for the following positions;

1. DIRECTOR TRADE FACILITATION – GRADE KTNA 2

Job Title: Director Trade Facilitation

Reports to: Chief Executive Officer

a. Job purpose

The purpose of this job is to:-

- i. Continuously analyze trade facilitation trends within Kenya and globally and make appropriate recommendations to enhance the ease of doing business in Kenya;
- ii. Oversee the management and use of the National Electronic Single Window System (TradeNet System) and other value add services as Trade Facilitation Tools.
- iii. Oversee the functions of the following Units:
 - Trade Facilitation & Value Add Services Department
 - Customer Service & Contact Centre Department

b. Duties and Responsibilities

Reporting to the Chief Executive Officer, the duties and responsibilities for the position will entail:-

1. Preparation of strategic business models, annual budgets, business plans and performance work plans for the trade facilitation function.
2. Development of relevant Policies, Procedures and guidelines for the Trade facilitation and customer Service functions.
3. To continuously analyze the international trade logistics 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.
4. Conduct consultative engagements with relevant partners to strengthen capacity, facilitate and ease trade and collaboration with the trading community.
5. To assess the current business needs and to promote comprehensive cooperation and understanding among public sector and trading community on the application of the Single Window System.
6. To provide expertise and recommendations as to how to adapt internationally acclaimed trade facilitation measures to the local realities
7. To identify institutional, legal and functional gaps which hinder the introduction of trade facilitation measures in the country and recommend appropriate action.
8. Undertake research for the continued enhancement and optimal use of the TradeNet System as a trade facilitation tool.
9. To oversee business process reengineering of the TradeNet System to ensure continuous improvement of business environment
10. Ensure effective customer service/support for the TradeNet System Users and users of other trade facilitation tools provided by the Agency to ensure highest customer satisfaction levels at all times.
11. Ensure that the Contact Centre is functioning optimally at all times so that customer needs are effectively handled.
12. Such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

c. Requirements for Appointment

For appointment to this position, one must have:-

- i. Bachelor's degree in Commerce, Business Management, Trade Logistics, Shipping, and Economics or in any business-related field from a recognized institution.
- ii. Master's Degree in a Business, Trade or logistics field - or in any other business-related field from a recognized institution
- iii. Relevant work experience of not less than twelve (12) years, seven (7) of which should be in a senior management position
- iv. Certificate in computer applications (proof of knowledge in using computer applications)
- v. Leadership course lasting not less than 4 weeks
- vi. Membership to a relevant professional body
- vii. Qualifications and exposure in transport logistics and shipping
- viii. Knowledge of international convention/agreements such as World Trade Organization, EAC Protocols, etc
- ix. Meets all provisions of chapter six of the Constitution as outlined herein

2. DIRECTOR INFORMATION TECHNOLOGY INFRASTRUCTURE INNOVATIONS & SECURITY – KTNA 2

**Job Title: Director IT Infrastructure Innovations
 & Security**

Reports to: Chief Executive Officer

a. Job purpose

The purpose of this job is to:-

- i. Provide leadership in the management of all ICT related services and facilities within the Agency in order to fulfil KenTrade's mandate;
- ii. Advise Management on the adoption, implementation, use and security of ICT systems, technologies and development of ICT Solutions for enhanced service delivery and customer satisfaction.
- iii. Oversee the functions of the following units:

- Innovations & Solutions Development Department
- IT & Infrastructure Department
- IT Security Division

b. Duties and responsibilities

Reporting to the Chief Executive Officer, the duties and responsibilities for the position will entail:-

1. Develop all relevant ICT Strategies, Policies, Procedures/standards and guidelines and ensure their effective implementation.
2. Oversee development and implementation and maintenance of all systems in the Agency in line with business needs and the Agency mandate.
3. Advise Management and the Board of Directors on information technology options available for adoption by the Agency
4. Translating customer and business needs into ICT tools and solutions for enhanced customer experience and service delivery.
5. Ensures innovative ICT solutions are developed and implemented through in-house teams and/or external providers/partners.
6. Analyze customer, market and business needs and lead teams in developing innovative and value add solutions to ensure business performance.
7. Oversee the design, development, acquisition, implementation and maintenance of KENTRADE's information systems, software applications and related infrastructure.
8. Overseeing ICT service support to the organization
9. Design, implement, and maintain the Agency's cybersecurity plan, ICT security standards and best practices for IT Security, back-up and business continuity.
10. Research the latest information technology security trends and recommend appropriate ICT security enhancements to Management.
11. Ensure that IT security audits are conducted periodically or as needed.
12. Develop and implement IT infrastructure standards and procedures including help desk support.
13. Determine, recommend and implement hardware upgrades for all ICT infrastructure including servers, network equipment, computers etc both onsite and offsite.

14. Infrastructure asset management, including maintenance of network component inventory, servers, desktop and laptop inventory, life cycle management and related documentation.
15. Prepare overall status and activity metrics that documents and tracks delivery of IT services, planned and unplanned system outages, and other key IT performance metrics.
16. Such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

c. Requirements for Appointment

For appointment to this grade, one must have:-

- i. Master's Degree in Information Technology, Information Systems, Computer Sciences, Business Management or related field from a recognized institution
- ii. Bachelor's Degree in Information Technology, Information Systems, Computer Sciences Electronic Engineering, or related field from a recognized institution
- iii. Experience of not less than twelve (12) years, seven (7) of which should be in a senior management position in a recognized institution
- iv. Leadership Course lasting not less than 4 weeks
- v. Membership to a relevant professional body
- vi. Certificate in computer applications (proof of knowledge in using computer applications)
- vii. Professional qualifications in CISA, PRINCE 2 (or any other Project Management Certification)
- viii. Technical Certifications (e.g Oracle or any other database certification)
- ix. Networking certification will be an added advantage
- x. Security Certification will be an added advantage
- xi. Meets all provisions of chapter six of the Constitution as outlined herein.

3. MANAGER INTERNAL AUDIT - GRADE KTNA 3

Job Title: **Manager Internal Audit**

Reports to: **Functionally to the Board of Directors**
 Administratively to the Chief Executive Officer

a. Job Purpose

The purpose of this job is to Head the Internal Audit Department and ensure provision of independent, objective assurance and consulting services designed to add value and improve the Agency's operations.

b. Duties and Responsibilities

Reporting functionally to the Board of Directors and administratively to the Chief Executive Officer, the duties and responsibilities for this position will entail:

1. Guide Management and the Audit Committee of the Board on the oversight role of Audit through regular Audits & reports; recommend and implement improvements to ensure appropriate control environment for risk exposures is minimized or removed.
2. Leading the development and implementation of an internal risk based audit strategy and annual Audit plan for the Agency;
3. Planning and undertaking audits to assess controls, operational and technical efficiencies and compliance with selected policies, procedures and regulations;
4. Driving operational improvements throughout the Agency to improve overall efficiencies and enhance internal controls;
5. Periodically review internal Audit Charter and Audit Committee Charter in line with the changes in the internal Audit profession and Government regulations/guidelines
6. Ensuring due diligence in the management of the Agency's affairs.
7. Review and report to the audit committee on actions taken by Management on audit findings.
8. Provide an independent view during implementation of new projects, processes and systems to ensure their quality and compliance with the

Agency's policies and procedures for cost efficiency and ensure value for money.

9. As Secretary to the Audit Committee of the Board; organize, convene, prepare Board papers and record minutes of the Audit and Risk committee of the Agency.
10. Monitor developments in various regulations, laws and developments that affect the Agency to ensure up to date advice.
11. Oversee the conduct of information systems audits within the Agency
12. In liaison with the Manager Finance, coordinate external audit related activities.
13. Promote the highest standards of ethics across the Agency, based on the principles of integrity, objectivity, competence and confidentiality;
14. Such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

c. Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Master's' degree in a relevant field from a recognized institution
- ii. Bachelor's' degree in Commerce, Business Administration, Computer Science, Information Systems or any other relevant degree or equivalent qualification from a recognized institution
- iii. Certified Public Accountants (CPA) Examination finalist; Certified Chartered Accountants (ACCA) finalist or equivalent qualification from a recognized institution
- iv. Be a member in good standing with the Institute of Certified Public Accountants of Kenya (ICPAK);
- v. Work experience of not less than nine (9) years, with four (4) years in a management position or in a comparable position in the Public Service or other reputable organization.
- vi. Have undertaken a leadership course lasting not less than four (4) weeks from a recognized institution;
- vii. Have Certificate in computer applications (proof of knowledge in using computer applications)
- viii. Meets all provisions of chapter six of the Constitution as outlined herein

4. ASSISTANT MANAGER RISK MANAGEMENT & COMPLIANCE – GRADE KTNA 4

Job Title: Assistant Manager Risk Management & Compliance

Reports to: Manager Strategy & Compliance

a. Job Purpose

The purpose of this job is to:

- i. Monitor and report on the attainment of the Corporate Performance Contract targets and compliance with government directives and other regulatory requirements affecting business and support services as well as oversee the risk management function.
- ii. Guide departmental heads in identifying and assessing threats/risks, put in place mitigation measures and advice on how to avoid, reduce or transfer risks.

b. Duties and Responsibilities

Reporting to the Manager Strategy & Compliance, the duties and responsibilities for this position will entail:-

1. Conduct risk based review/assessment of all functions of the Agency to establish a risk based work plan of action at the beginning of each financial year. The plan includes risk audit activities, risk management coordination, quality management and compliance reviews.
2. Ensure the implementation of the approved work plan, by undertaking activities which include audit and compliance reviews, risk management coordination and quality management system activities and prepare reports of the same
3. Carry out risk assessment, which involves analyzing risks as well as identifying, describing and estimating the risks affecting the business and come up with a risk plan, including risk mitigation measures and register
4. Develop, implement and review risk management policies and business continuity plans for the Agency.

5. Provide guidance to management and staff on compliance and risk aspects on various decisions and activities.
6. Prepare and implement the corporate risk register in line with the approved work plan
7. Monitor developments of various regulations, laws and developments that affect the Agency to ensure up to date advice on compliance and risk
8. Prepare risks reports from different levels of the organizations. For example, strategic risk areas and provide recommendations for long term risk management and staff role in risk management and personal risk exposure.
9. To manage the monitoring systems for departmental performance indicators and standards, including ensuring data quality and compliance with internal and external requirements
10. To coordinate and facilitate the preparation of quarterly reports
11. Maintain records relating to the Corporate Performance contracts and Annual work Plans
12. Such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

c. Requirements for Appointment

For appointment to this grade, one must have:-

- i. Master's Degree in Business Administration, Information Technology, Finance, Strategic Management, Business Management, Risk Management or a related field from a recognized institution
- ii. Bachelor's Degree in Commerce, Information Technology, Accounting, Social Sciences, Business Administration or related field from a recognized institution
- iii. Senior Management Course lasting not less than 2 weeks
- iv. Certificate in computer applications (proof of knowledge in using computer applications)
- v. Membership to a relevant professional body
- vi. Relevant work experience of not less than 8 years
- vii. Attention to detail and Good interpersonal skills
- viii. Certification as an Enterprise Risk Manager will be an added advantage

- ix. Must meet the provisions of chapter six of the constitution

HOW TO APPLY

Qualified and Interested candidates are requested to submit their applications, Curriculum Vitae that contains details of qualifications, experience, copies of all certificates & relevant testimonials, email and telephone contacts including names, telephone and email contacts of three (3) referees who must be familiar with the candidates' previous work experience.

Candidates interested in these positions are also expected to fulfil the requirements of Chapter Six of the Constitution of Kenya. Specifically, they must obtain and submit with their application, copies of the following documents;

- i. Certificate of Good Conduct from the Directorate of Criminal investigations (CID)
- ii. Clearance Certificate from Higher Education Loans Board (HELB)
- iii. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iv. Clearance from the Ethics & Anti-corruption Authority (EACC)
- v. Clearance from a Credit Reference Bureau (CRB)

Please note that applications **without ALL the Chapter 6 requirements SHALL NOT be considered.**

Applications should be addressed as detailed below and be sent by post, hand delivery or email so as to be received not later than **January 07, 2019.**

**The Chairman
Board of Directors
Kenya Trade Network Agency
1st Floor, Embankment Plaza
Longonot Rd - Upperhill
P.O. Box 36943-00200
NAIROBI
vacancies@kentrade.go.ke**

KenTrade is an Equal Opportunity Employer – women and persons with disability are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted.