



KENYA TRADE NETWORK AGENCY – KENTRADE

VACANCY ANNOUNCEMENT

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 (KNESWS) as well as Trade Facilitation.

To fulfil our mandate, we wish to engage suitably qualified candidate who meets the requirements of Chapter 6 of the Kenya Constitution for the following positions on **Temporary Terms**;

I. ACCOUNTS ASSISTANT – ONE (1) POST

Job Title: Accounts Assistant
Reports to: Manager Finance
Duration: Six (6) months (renewable once)

Purpose for the Job

The role holder provides accounting assistance services to the finance department.

Duties & Responsibilities

Duties and responsibilities at this level will entail: -

- i. Preparing vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Filing retrieving of accountable documents;
- iii. Preparing invoices;
- iv. Posting invoices and payments expense accruals into the accounting system;

- v. Writing cheques and recording them in the registers;
- vi. Uploading of online payments in the bank platforms;
- vii. Preparing customers and supplier records for payment;
- viii. Undertaking daily banking;
- ix. Maintaining imprest registers and invoice registers;
- x. Tagging and recording of all new assets in the asset register.

Minimum Academic, Professional Qualifications and Experience

- i. Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), or any other equivalent qualification from a recognized institution;
- ii. CPA part 2 or ACCA 2;
- iii. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- iv. Atleast six (6) months experience finance/accounting in a public-sector organization shall be an added advantage;
- v. Meets the provisions of Chapter Six of the Constitution.

2. ICT SUPPORT ASSISTANT ONE (I) POST

Job Title: ICT Support Assistant

Reports to: Assistant Manager Infrastructure and Service Management

Duration: Six (6) months (renewable once)

Purpose for the Job

The position is responsible for managing the ICT helpdesk, providing technical support to resolve reported issues, installing software and devices and managing general administrative ICT issues the department.

Duties & Responsibilities

Duties and responsibilities at this level will entail: -

- i. Receive and log in ICT incidents;
- ii. Provide first line support;

- iii. Escalate unresolved ICT incidents to specialist areas;
- iv. Track and monitor ICT incidents up to closure;
- v. Generate progress reports;
- vi. Troubleshoot and provide second line support;
- vii. Communicate resolution of incidents to user.

Minimum Academic, Professional Qualifications and Experience

- i. Bachelor's degree in Information Technology, Computer Science or related field from a recognized institution;
- ii. Cisco Certified Network Associate – level 2 and above (CCNA), OR MCSA, or HCNA;
- iii. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- iv. At least six (6) months experience in ICT service shall be an added advantage;
- v. Meets the provisions of Chapter Six of the Constitution.

3. SUPPLY CHAIN MANAGEMENT ASSISTANT – ONE (I) POST

Job Title: Supply Chain Assistant

Reports to: Manager, Supply Chain Management

Duration: Six (6) months (renewable once)

Purpose for the Job

Job Title: Supply Chain Assistant

Reports to: Manager, Supply Chain Management

Duration: Six (6) months (renewable once)

Purpose for the Job

To provide support in sourcing and procuring goods and services for the Agency in a timely and cost-effective manner while ensuring compliance to the laid down procurement law, policies and procedure.

Duties & Responsibilities

- i. Receive and issue goods;
- ii. Update the stores records both manually and on the ERP;
- iii. Participate in quotation opening;
- iv. Provide secretariat services to evaluation committees;
- v. Secretary to Inspection and Acceptance Committees for all procurements below Kshs. 500,000.00;
- vi. Consolidate items for disposal as forwarded from user departments;
- vii. Carry out periodic stock taking;
- viii. Ensure that procurement documents are properly filed, and records kept as required;
- ix. Forward supplier Invoices to Finance Department for payment, and follow up of the same;
- x. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

Minimum Academic, Professional Qualifications and Experience

- i. A Bachelor's Degree in Purchasing and Supplies from a reputable institution; or a bachelor's degree in any other relevant field with a diploma in Purchasing and Supplies from a reputable institution;
- ii. Must be a registered member of KISM;
- iii. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- iv. At least one (1) year experience in procurement in a public-sector organization shall be an added advantage.
- v. Meets the provisions of Chapter Six of the Constitution.
- vi. The applicant should attach copies of their certificates and testimonials.

4. HR & ADMINISTRATION ASSISTANT – ONE (1) POST

Job Title:	HR & Administration Assistant
Reports to:	Manager HR & Administration
Duration:	Six (6) months (renewable once)

Purpose for the Job

To provide support to the Human Resource and Administration functions such as training, recruitment, performance management and general clerical activities in the department.

Duties & Responsibilities

Duties and responsibilities at this level will entail:-

- i. Draft routine HR & Administration memos, letters, emails, reports and minutes;
- ii. Maintain staff files and assist in entry of staff information into the HRMIS;
- iii. Assist in the coordination of HR & Administration activities such as recruitment, induction, staff welfare, performance management, recruitment process etc.;
- iv. Assist in payroll processing, leave administration, time and attendance;
- v. Monitor staff attendance and compile monthly attendance reports;
- vi. Records filing, dispatching of letters, photocopying etc;
- vii. Office equipment repairs and maintenance;
- viii. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

Minimum Academic, Professional Qualifications and Experience

- i. Bachelor's degree in Human Resource Management or a Bachelor's degree in social sciences, Business Management with a Diploma in Human Resource Management;
- ii. At least six (6) months relevant experience in a busy environment preferably in the public sector shall be an added advantage;
- iii. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- iv. Meets the provisions of Chapter Six of the Constitution.

5. LEGAL ASSISTANT – ONE (I) POST

Job Title:	Legal Assistant
Reports to:	Corporation Secretary & Legal Affairs Manager
Duration:	Six (6) months (renewable once)

Purpose for the Job

To provide support to the Legal Department functions and general clerical activities in the department.

Duties & Responsibilities

Duties and responsibilities at this level will entail: -

- i. Drafting of court pleadings;
- ii. Responding to correspondences and issues arising out of court matters;
- iii. Preparation of and review of contracts for procurements entered into;
- iv. Assist the corporation secretary in preparing board papers including photocopying binding and circulation;
- v. Prepare reports on litigation matters;
- vi. Drafting legal opinions;
- vii. Ensure that insurance policies and performance bonds for contractors are always up to date;
- viii. To inform contractors to renew performance bonds and insurance;

Minimum Academic, Professional Qualifications and Experience

- i. Bachelor's Degree in Law (LLB) from a reputable institution;
- ii. Postgraduate diploma in Law;
- iii. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- iv. At least six (6) month's experience in a busy legal environment preferably in the public sector shall be an added advantage;
- v. Meets the provisions of Chapter Six of the Constitution.

6. DRIVER – ONE (I) POST

Job Title:	Driver
Reports to:	Administration Officer
Duration:	Six (6) months (renewable once)

Purpose for the Job

To drive Agency vehicles and transport authorized personnel for official purposes, and any other errands assigned from time to time.

Duties and responsibilities

- i. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- ii. Detecting and reporting vehicle defects on time; ensuring vehicle cleanliness;
- iii. Driving the vehicle as authorized and safe transportation of persons and assets as assigned;
- iv. Ensuring security and safety of the vehicle while on and off the road, passengers and goods therein;
- v. Maintaining daily motor vehicle work tickets and entry of journey logs as required;
- vi. Ensuring routine service and maintenance of vehicles;
- vii. Timely reporting of any accidents and follow up of police abstract and related documents;
- viii. Daily vehicle inspection and keeping up-to-date inspection reports;
- ix. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

Minimum Academic, Professional Qualifications and Experience

- i. Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'C-' (C minus) or its equivalent;
- ii. Valid Class BCE Driving License free from any endorsement;
- iii. Occupational Trade Test Grade III for drivers;
- iv. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- v. Relevant experience of not less than three (3) years;
- vi. Meets the provisions of Chapter Six of the Constitution.

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 **copy of Certificate of Good Conduct from the Directorate of Criminal investigations (CID).**

Shortlisted candidates shall be required to obtain and submit copies of the following **valid** documents;

- i. Annual Clearance Certificate from Higher Education Loans Board (HELB)
- ii. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iii. Clearance from the Ethics & Anti-corruption Authority (EACC)
- iv. Clearance from a Credit Reference Bureau (CRB)

Applications should be addressed as detailed below and be sent by post, hand delivery or email so as to be received not later than **Wednesday, May 19, 2021 at 5:00 p.m.**

**The Chief Executive Officer
Kenya Trade Network Agency
1st Floor, Embankment Plaza
Longonot Rd - Upperhill
P.O. Box 36943-00200
NAIROBI
Email: vacancies@kentrade.go.ke**

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