



VACANCY ANNOUNCEMENT

The Kenya Trade Network Agency (KenTrade's) 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;

I. Manager Finance – KTNA 3

Job Title: Manager Finance – KTNA 3

Reports to: Director, Corporate Services

Duty Station: Nairobi

Purpose for the Job

The purpose of the job is to provide advisory services on all financial and accounting matters to the Agency.

Duties and Responsibilities

- i. Ensuring compliance with the Constitution, the Public Finance Management Act 2012 and other laws guiding public finance and ensuring proper interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions across the Agency;
- ii. Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- iii. Preparation of the Agency's annual budget by consolidation of all departmental budgets as per Government Policy and presentation to the Board for approval and;
- iv. Develop and implement budget and expenditure controls so as to ensure that financial expenditure is planned, controlled and properly authorized;

- v. Ensuring provision of quality and timely accounting services, ensuring accurate and timely financial reporting including preparation of all required statutory, regulatory and procedurally required reports by internal and external stakeholders;
- vi. Authorizing payments and signing cheques, ensuring that payments to stakeholders are made on a timely and accurate basis and creditors' accounts reconciled;
- vii. Account for revenue and ensure accurate debtor records are maintained;
- viii. Mentor, train and appraise staff in the department;
- ix. Ensuring requirements of partners funding the Agency in any project are adhered to;
- x. Risk management for all aspects of financial management in the Agency;
- xi. As part of senior management be involved in policy formulation and other senior management duties, spearheading and undertaking such other duties as may be reasonably required and which are consistent with the level of responsibility of this job.

Minimum Academic, Professional Qualifications and Experience

- i. Master's degree in any of the following fields:- Finance, Accounting, Business Administration, Commerce or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), or equivalent qualification from a recognized institution;
- iii. Completed Certified Public Accountant (CPA)K by Kenya Accounts and Secretaries Examination Board (KASNEB); Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- iv. Leadership management course lasting not less than four (4) weeks from a recognized institution;
- v. Work experience of at least nine (9) years, four (4) of which must have been at a management level;
- vi. Membership to a relevant professional body;
- vii. Meets provision of chapter six of the Constitution;

2. Senior Product and Applications Development Officer – KTNA 6 – (Two Posts) – Re-advertisement

Job Title: Senior Product and Applications Development Officer – KTNA 6

Reports to: Assistant Manager Applications

Duty Station: Nairobi

Purpose for the Job

The purpose of the job is gathering user requirements, analyzing, designing, developing and implementing business applications and the maintenance of existing solutions as well as innovations for efficiency and enhanced service delivery

Duties and Responsibilities

- i. Develop prototypes for required solutions;
- ii. Develop code, update and maintain software solutions, packages or reports to fulfil user requirements;
- iii. Maintain applications, debug or enhance existing programs to increase operating efficiency or adapt to new requirements;
- iv. Conduct unit and integration tests for solutions developed;
- v. Draft, contribute to instructions or manuals to guide end users;
- vi. Spearhead application changes with version control and making sure that release management is kept;
- vii. Coordinate specialist trainings that relate to supported applications and areas, study operations and user manuals, requests specialist trainings;
- viii. Team up with legal and project managers to shape software contracts ensuring contracts address architecture and economic value goals of software systems;
- ix. Supervise the configuration and deployment of software solutions;
- x. Implement program support for computer operators or system analysts to define and resolve problems in running computer programs;
- xi. Spearhead such other duties as may be reasonably required and which are consistent with the level of responsibility of this job.

Minimum Academic, Professional Qualifications and Experience

- i. Degree in Computer Science, Information Technology or equivalent qualification from a recognized institution;
- ii. A supervisory course lasting not less than 2 weeks will be an added advantage;
- iii. At least three (3) years' working experience in applications development and database operations;
- iv. Experience with a variety of object oriented programming languages;
- v. Proficiency in Relational Databases
- vi. Membership to a relevant professional body;
- vii. Meets provision of chapter six of the Constitution;

3. Senior System Administrator – KTNA 6 (Two Posts)

Job Title:	Senior System Administrator – KTNA 6
Reports to:	Assistant Manager, Data and Systems Management
Duty Station:	Nairobi

Purpose for the Job

The purpose of this job is to ensure effective provisioning, installation/configuration, operation and maintenance of systems, hardware and software and related infrastructure.

Duties and Responsibilities

- i. Design and Implement Complex multi-server architectures;
- ii. Controlling access permissions and privileges of corporate systems as per set policies, procedures and User needs;
- iii. Manage both UNIX/LINUX and Windows based Virtualised Server environments;
- iv. Installing and configuring System software's;
- v. Documentation of systems configurations;
- vi. Troubleshooting and fixing of any reported system problems;
- vii. Responsible for system performance tuning;
- viii. Regularly Apply system updates and patches;
- ix. Assess user and stakeholder needs and propose cost effective solutions;
- x. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job.

Minimum Academic, Professional Qualifications and Experience

- i. Bachelor's degree in Information Technology, Computer Science or related from a recognized institution;
- ii. Microsoft administration certification;
- iii. UNIX or Linux administration Certification;
- iv. A supervisory Course lasting not less than 2 weeks;
- v. Membership to a relevant professional body;
- vi. Relevant work experience of atleast three (3) years;
- vii. Meets provision of chapter six of the Constitution;

4. Senior Information Security Officer – KTNA 6

Job Title: Senior Information Security Officer – KTNA 6

Reports to: Assistant Manager, IT Security

Duty Station: Nairobi

Purpose for the Job

- i. Protecting KenTrade's data and infrastructure from external or internal threats; and ensuring compliance with statutory and regulatory requirements regarding information access, security and privacy.
- ii. Continuously carrying out information risk assessment to ensure KenTrade's information security risks are brought under explicit management control

Duties and Responsibilities

- i. Spearhead the implementation of a comprehensive information security and Data privacy program for KenTrade;
- ii. Spearhead the implementation of and review of KenTrade's ICT security policies, standards, procedures and guidelines;
- iii. Lead in the design, implementation, operation and maintenance of the information security management system based on the ISO/IEC 27000 series standards, including certification against ISO/IEC 27001;
- iv. Lead in the activities relating to contingency planning, business continuity management and IT disaster recovery in conjunction with relevant functions and third parties;
- v. Lead the implementation of an ongoing risk assessment program targeting information security matters;
- vi. Collect and summarize security events and data including preparing security reports and eventual remedies to be taken;
- vii. Administer ICT security tools, maintain security escalation and contact lists and security logs;
- viii. Offer internal management consultancy advise and practical assistance on information security risk and control matters throughout the organization;
- ix. Carry out information security awareness, training and educational activities;
- x. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job.

Minimum Academic, Professional Qualifications and Experience

- i. Bachelor's degree in Information Technology, Computer Science or related from a recognized institution;
- ii. Professional qualifications in CISSM/CISA/ CEH/ Operating System based Certification, Security+;
- iii. A supervisory Course lasting not less than 2 weeks;
- iv. Membership to a relevant professional body;
- v. Work experience of atleast three (3) years in Information Security Administration, IT Security compliance or IT security audit;
- vi. Meets provision of chapter six of the Constitution.

HOW TO APPLY

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.

In addition, interested candidates **must specifically obtain and submit** with their application, **valid** copies of the following documents;

- 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)

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

ALL applications must be received not later than **Monday July 05, 2021 at 5:00p.m.**

Applications should be sent by post, email or hand delivered to:

**The Chief Executive Officer
Kenya Trade Network Agency
1st Floor, Embankment Plaza**

Longonot Rd - Upperhill
P.O. Box 36943-00200
NAIROBI
[**vacancies@kentrade.go.ke**](mailto:vacancies@kentrade.go.ke)

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