



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 (Kenya TradeNet System) as well as Trade Facilitation.

To fulfil our mandate, we wish to engage a suitably qualified candidate who meets the requirements of Chapter 6 of the Kenya Constitution for the position of ;

Manager Strategy Compliance and Statistics – KTNA 3

Job Title: Manager Strategy Compliance and Statistics – KTNA 3

Reports to: Director, Strategy Compliance and Business Development

Duty Station: Nairobi

Purpose for the Job

To oversee the effective development and implementation of the organization's strategic planning processes and the corporate performance contracting process as well as the performance contract monitoring and compliance for the organization.

Duties and Responsibilities

- i. Develop the Agency's strategic plan;
- ii. Co-ordinate the strategic implementation, monitoring and review;
- iii. Lead the annual performance contracting process by designing the Agency's annual work plan as derived from the strategic plan, the vision 2030 development plan and the performance contracting guidelines;
- iv. Ensure effective cascading of the corporate annual work plan and performance contract of the respective decisions and departments;
- v. Lead the design and implementation of a monitoring and evaluation framework of the agency and in liaison with other divisions/departments;

- vi. Oversee effective periodic monitoring, evaluation and reporting of the agencies activities as outlined in the strategic plan, annual work plan and performance contract;
- vii. Collate and monitor the budget to support delivery of the Agency's strategic objectives in consultation with finance and technical departments;
- viii. Identify strategic opportunities and risks and advising management on the appropriate course of action;
- ix. Liaising with other departments to develop or review various strategies to support programmes/projects under KenTrade;
- x. Developing and implementing appropriate and strategic networks, collaboration, linkages and partnerships with the stakeholders nationally and internationally to support KenTrade in liaison with other divisions;
- xi. Ensure Reports relating to trade and logistics statistics are prepared and analysed to inform Management decisions.

Minimum Academic, Professional Qualifications and Experience

- i. Master's Degree in Economics, Strategic Management, Business Administration/Management from a recognized institution;
- ii. Bachelor's Degree in Social Sciences, Economics, Business Management, Commerce or related field from a recognized institution;
- iii. Leadership management course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer application;
- v. Membership to a relevant professional body;
- vi. Experience of not less than nine (9) years, four (4) of which should be in a management position;
- vii. Professional certification in economics, strategic management or any relevant certification
- viii. Must meet the provisions of chapter six of the constitution.

HOW TO APPLY

- I. 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.**

2. Visit: <https://portal.kentrade.go.ke/recruitment>

3. Create an account

4. Create profile

- The information on the profile is split into tabs that the user must fill out before submitting a job application which includes:

- i. Biodata - General Contact information about the applicant
- ii. Academic qualifications - with certificates attached;
- iii. Professional qualifications - with certificates attached;
- iv. Membership to professional bodies - with membership certificates attached;
- v. Employment history – Record of previous employers
- vi. Referees
- vii. Attach application letter, CV & Chapter 6 Requirements

5. Input current and expected salary;

6. Submit application;

7. Click **My Applications** to confirm your application has been successfully submitted;

All applications must be received not later than Monday September 06, 2021.

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