



## **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 candidates who meet the requirements of Chapter 6 of the Kenya Constitution for the following positions on **Temporary Terms;**

#### **I. ICT SUPPORT ASSISTANT - ONE (1) POST (RE-ADVERTISEMENT)**

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 within 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 the 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. At least six (6) months experience in ICT service will be an added advantage;
- iv. Meets the provisions of Chapter Six of the Constitution.

## **2. ICT SUPPORT ASSISTANT (WEBMASTER) - ONE (1) POST**

Job Title: ICT Support Assistant (Webmaster)

Reports to: Manager, Innovations and Solutions Development

Duration: Six (6) months (renewable once)

### **Purpose for the Job**

- i. To ensure that the web servers, hardware and software are operating correctly, designing the website, generating and revising web pages, A/B testing, replying to user comments and examining traffic through the site;
- ii. Ensuring KenTrade's web presence on social media

### **Duties & Responsibilities**

Duties and responsibilities at this level will entail: -

- i. Maintain KenTrade's web presence by posting new content in a timely manner and on the intranet as well as archiving any outdated content;
- ii. Make improvements to KenTrade's website and the intranet;
- iii. Work closely with KenTrade's Marketing & Communications department to determine suitable content for KenTrade's website;
- iv. Track site usage statistics and monitor performance;
- v. Develop and maintain new online resources, frequently asked questions and database;
- vi. Ensure a consistent look and feel across the website by promoting uniform font, formatting, icons, images and layout, and creating appropriate templates to assist content authors;
- vii. Identify, diagnose, and fix website problems including broken links, typographical errors and formatting inconsistencies;
- viii. Oversee the implementation of security measure to safeguard KenTrade's website;
- ix. Design and build intranet applications such as content management system;
- 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. Bachelor's Degree in Graphic design, Information Technology, Computer Science, Business IT or related from a recognized Institution;
- ii. Certification in web programming and design;
- iii. At least six (6) months experience in website development will be an added advantage;
- iv. Meets provision of chapter six of the Constitution.

### **3. SUPPLY CHAIN MANAGEMENT ASSISTANT – ONE (1) POST (RE-ADVERTISEMENT)**

Job Title:	Supply Chain Management 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 procedures.

## **Duties & Responsibilities**

Duties and responsibilities at this level will entail: -

- 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 will be an added advantage;
- v. Meets the provisions of Chapter Six of the Constitution;

Candidates interested in these positions are also expected to fulfill 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 will 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)

## **HOW TO APPLY**

1. 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.
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 include:

- i. Biodata - general contact information about the applicant
- ii. Academic qualifications - with the respective certificates attached;
- iii. Professional qualifications - with the respective 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 check to confirm if your application has been successfully submitted;

**All applications must be received not later than October 24, 2021**

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