



KENYA TRADE NETWORK AGENCY

VACANCY ANNOUNCEMENT

CHIEF EXECUTIVE OFFICER

The Kenya Trade Network Agency (KenTrade) is a State Corporation under the Ministry of National Treasury & Economic Planning. KenTrade is established under the National Electronic Single Window System Act No. 25 of 2022 and its mandate is to implement, operationalize and manage the National Electronic Single Window System as well as facilitate trade.

To fulfil its mandate, KenTrade wishes to engage a suitably qualified candidate who also meets the requirements of Chapter 6 of the Constitution 2010 for the position of **Chief Executive Officer – Grade KTNA I**

Job Purpose

The Chief Executive Officer provides strategic leadership in execution of the Kenya Trade Network Agency mandate to facilitate cross border trade and establish, manage and implement the National Electronic Single Window System. The role provides visionary focus and oversees the overall management of the Kenya Trade Network Agency. The CEO is the Chief Advisor to the Board of Directors as provided in the Mwongozo Guidelines and is also a member of the Agency's Board of Directors.

Reports to: The Board of Directors

Roles and Responsibilities

- i. Provides overall guidance and leadership of the Agency to ensure achievement of KenTrade's mandate and strategic objectives;
- ii. Oversees the development of policies to ensure compliance with international obligations that relate to international trade such as the Trade

- Facilitation Agreement of the World Trade Organization, COMESA protocols and the East African Community among others;
- iii. Leading the Agency in the implementation of the National Electronic Single Window System and taking lead in the establishment of a regional single window;
 - iv. Oversees the trade facilitation of over 40 Agencies involved in International Trade through the National Electronic Single Window System as well as the users involved in international Trade;
 - v. Ensures appropriate channels through which players in international trade make payments for the services provided through the National Electronic Single Window System are operationalized and maintained;
 - vi. Oversees the collection of trade statistics and maintenance of a database of international trade transactions to inform policy and improve the international trade environment;
 - vii. Facilitates seamless flow of trade documentation in the country through the National Electronic Single Window System while ensuring the implementation of e-commerce solutions in line with the Agency's mandate
 - viii. Coordinates the overall integration of electronic Systems of public and private entities involved in international trade transactions;
 - ix. Represents and manages the participation of the Agency in various trade Agencies locally, regionally and internationally such as the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT), National Trade Facilitation Committee, the Port Charter and the African Alliance for E-Commerce among others;
 - x. Advises the Board on all matters relating to the Agency and its affairs;
 - xi. Coordinates preparation and presentation of Board papers/Reports to the Board of Directors including management of the Board Almanac;
 - xii. Establishes, directs and manages the Agency's managerial, financial and operational systems, procedures and controls to ensure that they are effective and sustainable;
 - xiii. Guides the Agency to ensure compliance with all relevant legislation and regulatory frameworks in regard to financial management as per the Constitution and relevant Acts of Parliament;
 - xiv. Ensures the Agency is in total compliance with all the relevant legal and regulatory provisions related to public procurement;

- xv. Nurtures the Agency's human resources and ensures that related structures and policies are developed and implemented;
- xvi. Promotes sound corporate governance and ethical standards within the Agency;
- xvii. Establishes mechanisms for development and implementation of customer focused initiatives to meet customer expectations and increase customer satisfaction;
- xviii. Acts as the official spokesperson for the Agency and ensures that a positive corporate image of the Agency is upheld at all times;
- xix. Coordinates the preparation of Board papers and ensures the quality of Board papers is assured;

Requirements for Appointment

- i. Master's degree in any of the following disciplines: Information and Communication Technology, Shipping and Logistics, Customs Management, Business Management, Applied Sciences, Education, Social Sciences or an equivalent qualification from a recognized institution; with
- ii. Bachelor's degree in any of the following disciplines: Information and Communication Technology, Shipping and Logistics, Customs Management, Business Management, Applied Sciences, Education, Social Sciences or an equivalent qualification from a recognized institution;
- iii. An appropriate professional qualification in transport and logistics, maritime management, Information & Communication Technology, business management or other relevant qualification;
- iv. At least fifteen (15) years relevant experience in a reputable organization, ten (10) of which should be in a senior management position;
- v. A Leadership Development Course lasting not less than 4 weeks from a recognized institution;
- vi. Membership to a professional body and be of good standing;
- vii. Computer Literacy;
- viii. Meets the requirements of Chapter six (6) of the Constitution 2010.

Terms of Service

Contract duration: four (4) years renewable once subject to performance

Salary & Allowances: As per Salaries and Remunerations Commission (SRC) guidelines

Medical cover & other benefits: As approved by the Board of Directors

HOW TO APPLY

A. Qualified and interested candidates are requested to submit their application/cover 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.

B. The application/cover letter should be addressed to:

**The Chairman of the Board
Kenya Trade Network Agency
First Floor, Embankment Plaza Upper Hill
P.O. Box 36943 – 00200
Nairobi**

C. Visit: <https://portal.kentrade.go.ke:9002/recruitment>

- i. Create a user account
- ii. Create your profile (*Edit your profile if you already have an account*)
 - *The information on the profile is split into various tabs that the user must fill out before submitting the job application which include the following;*
 - i. Biodata - General Contact information about the applicant
 - ii. Academic qualifications - Must attach certificates
 - iii. Professional qualifications – Must attach certificates/testimonials;
 - iv. Employment history – Record of previous employers
 - v. Referees
 - vi. Attach Application/cover letter and Curriculum Vitae (CV)
 - vii. Input current and expected salary;
 - viii. Submit application;
 - ix. Click **My Applications** to check or confirm if your application has been successfully submitted;

NOTE: The successful candidate shall be required to provide the following documents before issuance of the offer letter in compliance with Chapter 6 of the Constitution 2010:

- Valid certificate of good conduct from the Directorate of Criminal Investigations (DCI)
- Self-declaration form duly executed by the Ethics & Anti – Corruption Commission (EACC)
- A tax compliance certificate from the Kenya Revenue Authority (KRA)
- Clearance certificate from the Higher Education Loans Board (HELB)
- Clearance certificate from an approved Credit Reference Bureau (CRB)

Applications must be received not later than **Monday February 27, 2023.**

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