

CAREER OPPORTUNITIES

The Kenya Trade Network Agency (KenTrade) is a State Corporation under the National Treasury and Economic Planning whose mandate is to implement, operationalize and manage the National Electronic Single Window System (Trade Facilitation Platform) as well as Trade Facilitation.

To fulfil our mandate, we wish to engage suitably qualified candidates who also meet the requirements of Chapter 6 of the Kenya Constitution for the following positions.

- 1. Manager, Human Resource & Administration – KTNA 3**
- 2. Manager, Internal Audit – KTNA 3**
- 3. Driver – KTNA 10**

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.
 - Successful candidates shall be required to obtain and submit valid copies of the following documents before an offer is made.
 - Certificate of Good Conduct from the Directorate of Criminal investigations (CID)
 - Clearance Certificate from the Higher Education Loans Board (HELB)
 - Tax Compliance Certificate from Kenya Revenue Authority (KRA)
 - Clearance form from the Ethics & Anti-corruption Authority (EACC)
 - Clearance certificate from a recognized Credit Reference Bureau (CRB)
 - Visit: <https://portal.kentrade.go.ke:9002/recruitment/>
 - Create a user account
 - Create your profile – Edit your profile if you already have an account.
- The information on the profile is split into tabs that the user must fill out before submitting a job application which includes the following.
 - Biodata - General information about the applicant
 - Academic qualifications – attach certificates
 - Professional qualifications - attach certificates
 - Employment history – Record of previous employers
 - Referees
 - Attach application letter, CV
 - Input current and expected salary
 - Submit application
 - Click My Applications to check or confirm if your application has been successfully submitted.

All applications must be received not later than Monday November 18, 2024.

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