

**MINISTRY OF  
AND ENTERPRISES**



**INDUSTRIALIZATION, TRADE  
DEVELOPMENT**

**STATE DEPARTMENT FOR TRADE AND ENTERPRISE DEVELOPMENT**

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KENYA

When replying please quote

**REF: MOITED/SDT/CONF 2/26/01 VOL 1G (47)**

**DATE: 13<sup>th</sup> May, 2022**

**TO ALL: TRADE DEVELOPMENT OFFICERS  
LEGAL OFFICERS  
ECONOMISTS/ STATISTICIANS**

**REF: INTERNAL ADVERTISEMENT FOR COMMERCIAL  
ATTACHES IN SEVEN (7) KENYA FOREIGN MISSIONS**

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The Mandate of the State Department for Trade includes the Management of Kenya's International Trade Relations and the protection of its interests overseas. This involves Foreign Trade Development Policy and International Trade Affairs to contribute to the country's Socio-Economic Development as envisaged in Kenya Vision 2030.

The Department for Trade, therefore, uses Commercial representation as one of the strategies to promote its foreign economic interests in the global arena. The term of some of the officers currently posted as Commercial Attaches in the seven (7) Commercial Stations will be coming to an end within the Financial Year 2022/2023.

Applications are invited from suitably qualified serving officers in the Ministry of Industrialization, Trade and Enterprises Development to fill the seven (7) Commercial Attaché posts at the Kenya Foreign Missions.

For appointment to this grade, a candidate must have:



- (i) Have worked at the level of CSG 9 or above immediately before posting in the Ministry of Industrialization Trade and Enterprise Development for a minimum period of three (3) years.
- (ii) Have demonstrated understanding of National Trade trends and the regional demonstrations of Kenya's trade.
- (iii) Have undertaken relevant professional development courses from credited training institutions and in conformity with guidelines contained in paragraphs 2 and 3 of the Authorized officer circular dated 23<sup>rd</sup> July, 2020.
- (iv) Be at the level of CSG 9 and above and MUST have seven (7) or more years of service remaining before retirement.
- (v) Have shown ability and merit as reflected in work performance and results.
- (vi) Qualified and fluent in any of the six UN official languages.

Interested applicants are required to submit their applications in both soft and hard copy, a detailed Curriculum Vitae (C.V), copies of certificates and testimonials. The soft copy application to be emailed to [sadhrm2014@yahoo.com](mailto:sadhrm2014@yahoo.com) and the hard copy application to be clearly addressed and sent to;

**THE PRINCIPAL SECRETARY**

**MINISTRY OF INDUSTRIALIZATION, TRADE AND ENTERPRISE DEVELOPMENT**

**STATE DEPARTMENT FOR TRADE AND ENTERPRISE DEVELOPMENT**

**P. O Box 30430- 00100**

**NAIROBI**

**OR**

**Hand delivered to Telposta towers, Kenyatta Avenue, 14<sup>th</sup> floor, HRM Registry on or before 31<sup>st</sup> May 2022.**

**Please Note:**

- Only shortlisted and successful candidates will be contacted;



- The State Department for Trade and Enterprise Development is committed to availing equal opportunities to all Kenyans. Persons with disabilities, the Marginalized and the Minorities are encouraged to apply;
- Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates and transcripts during interviews;
- Shortlisted officers shall be required to produce the original letter of appointment to their current substantive post during the interview and Head of Department Recommendation (PSC 2A form);

**NB: CANVASSING IN ANY FORM FOR THIS POST WILL LEAD TO AUTOMATIC DISQUALIFICATION.**



**AMB. JOHNSON WERU, CBS**  
**PRINCIPAL SECRETARY**