



MINISTRY OF INDUSTRY, TRADE AND CO-OPERATIVES
OFFICE OF THE CABINET SECRETARY

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NAIROBI, GPO
KENYA

MOIT&C/SDT/CONF 2/26/01 VOL 1D (79)

9th November 2017

All Principal Secretaries
The Secretary/ Chief Executive Officer, PSC (K)
The County Public Service Board
The Principal Administrative Secretary DPSM
The Principal Administrative Secretary Office of the Deputy President
Solicitor General & Department of Justice
The Comptroller of State House
The Inspector General of National Police

REF INTERNAL ADVERTISEMENT OF VACANT POSTS

Applications are invited from suitably qualified serving officers in the Civil Service for the following vacant posts in the Ministry of Industry Trade and Cooperatives, State Department of Trade.

Interested and qualified persons are requested to make their applications by completing **ONE** application form PSC 2 (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke or Ministry's website www.industrialization.go.ke

Designation	J/G	No. of Posts	Advert No
Principal Trade Development Officer (External)	N	10	MOITC/SDT/1/2017
Chief Trade Development Officer (External)	M	10	MOITC/SDT/2/2017
Lecturer I- KIBT	L	15	MOITC/SDT/3/2017

Please Note

- Candidates should **NOT** attach any original documents to the application form. **ALL** the details requested in the advertisement should be filled on the form.
- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- THE PUBLIC SERVICE COMMISSION IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS. PEOPLE 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.
- Serving 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).

The Completed application form, together with certified copies of certificates should reach

**THE PRINCIPAL SECRETARY
MINISTRY OF INDUSTRY TRADE AND COOPERATIVES
STATE DEPARTMENT OF TRADE
P. O Box 30430- 00100
NAIROBI**

OR

**hand delivery to Telposta towers, Kenyatta Avenue, 14th floor, HRM
Registry, on or before 1st December 2017.**

ADVERT NO. MOITC/SDT/1/2017

**PRINCIPAL TRADE DEVELOPMENT OFFICER, EXTERNAL TRADE, JG "N"- 10
POSTS**

Salary Scale: Kshs.51 ,660 x 2,570 - 54,230 x 2,740 - 56,970 x 2,890 - 59,860 x
3,220 - 63,080 x 3,370 - 66,450 x 3,540 - 6,990 p.m.

Allowances

House Allowance	-	35,000
Commuter Allowance	-	8,000
Leave Allowance	-	6,000 payable annually
Terms of Service	-	Permanent and Pensionable

For appointment to this grade, a candidate must have;

- (i) Served for a minimum period of ten (10) years, three (3) years of which should have been at the grade of Senior Trade Development Officer (External/Internal) Job Group "L" and above;
- (ii) Bachelors degree in any of the following disciplines;- Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International Trade/ Business/Relations or its equivalent from a recognized institution;

- (iv) Demonstrated professional competence and outstanding administrative and managerial capability in trade development services.

Duties and Responsibilities

An officer at this level may be deployed at the headquarters or in a foreign mission as a Commercial Counselor.

Duties and Responsibilities at this level will entail:- providing information on trade and government policies; undertaking trade research, market intelligence, market profiling and business mapping in foreign markets; analyzing trade reports; monitoring international trade practices and making recommendations; organizing and participating in international trade missions, fairs and exhibitions; organizing incoming/outgoing business delegations; preparing trade briefs, preparing position papers for bilateral, regional and international trade negotiations [e.g. World Trade Organization (WTO), Common Market for Eastern and Southern Africa (COMESA), East Africa Community (EAC), African Caribbean and Pacific and European Union (ACP EU) among others]; participating in trade negotiations ; promoting trade and investment activities; providing consultancy and extension services; and disseminating information on International trade to the business community.

In a foreign mission, an officer at this level will be responsible for:-administering and advising the Head of Mission on matters of bilateral, regional and international trade; conducting commercial diplomacy; providing information on trade and government policies; undertaking trade research, market intelligence , market profiling and business mapping in foreign markets; analyzing trade reports; monitoring international trade practices and making recommendations; organizing and participating in international trade missions, fairs and exhibitions; organizing incoming/outgoing business delegations; preparing trade briefs, preparing position papers for bilateral, regional and International trade negotiations[e.g. World Trade Organization (WTO), Common Market for Eastern and Southern Africa (COMESA), East Africa Community (EAC), African Caribbean and Pacific and European Union (ACP EU) among others];participating in trade negotiations promoting trade and investment activities; providing consultancy and extension services; and disseminating information on international trade to the business community.

ADVERT NO. MOITC/SDT/2/2017

CHIEF TRADE DEVELOPMENT OFFICER (EXTERNAL), JOB GROUP 'M' - 10 POSTS

Salary Scale: Kshs.44,750 x 2,050 – 46,800 x 2,380 – 49,180 x 2,480 – 51,660 x 2,570 – 54,230 x 2,740 – 56,970 x 2,890 – 59,860 p.m.

Allowances

House Allowance	-	28,000
Commuter Allowance	-	8,000
Leave Allowance	-	6,000 payable annually
Terms of Service	-	Permanent and Pensionable

For appointment to this grade, an officer must have;

- (i) Served for a minimum period of eight (8) years, three (3) of which should have been at the grade of Trade Development Officer I, (External/Internal) Job Group "K" and above;
- (v) Bachelors degree in any of the following disciplines;- Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International Trade/ Business/Relations or its equivalent from a recognized institution;
- (vi) Certificate in Computer Applications from a recognized institution and;
- (ii) Demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed at headquarters or in a foreign mission as Commercial Attaché.

Duties and responsibilities at this level entail:-Participating in initial drafting of policy documents, position and concept papers; responding to parliamentary questions, intra and inter communication between ministries and departments on international trade related issues; facilitating the settlement of trade disputes; and responding to public complaints on international trade and customer care issues.

Compiling and analyzing economic and trade related data; disseminating business information to the business community; facilitating trade promotion activities through trade fairs and exhibitions; undertaking market profiling and market intelligence surveys for international trade development ; providing consultancy and extension services on trade issues; preparing position papers for bilateral, regional and international trade negotiations [e.g. World Trade Organization (WTO), Common Market for Eastern and Southern Africa (COMESA), East Africa Community (EAC), African Caribbean and Pacific and European Union (ACP EU) among others]; drafting trade agreements for negotiations with

East Africa Community (EAC), African Caribbean and Pacific and European Union (ACP EU) among others]; drafting trade agreements for negotiation with trading partners; facilitating the settlement of trade disputes; responding to public complaints/ customer care issues; participating in incoming and outgoing trade trading partners; facilitating the settlement of trade disputes responding to public

complaints/ customer care issues; participating in incoming and outgoing trade missions; and monitoring and analyzing trade practices.

In a foreign mission, an officer at this level will be responsible for:- advising the Head of Mission on matters of bilateral, regional and international trade and commercial diplomacy; compiling and analyzing economic and trade related data; disseminating business information to the business community; facilitating trade promotion activities through trade fairs and exhibitions; undertaking market profiling and market intelligence surveys for international trade development; providing consultancy and extension services on trade issues; preparing position papers for bilateral, regional and international trade negotiations[e.g. World Trade Organization (WTO), Common Market for Eastern and Southern Africa (COMESA), East Africa Community missions; and monitoring and analyzing trade practices.

ADVERT NO. MOITC/SDT/3/2017 -LECTURER I, KIBT, JOB GROUP 'L' - 15 POSTS

Salary Scale: Kshs. 39,110 x 1,790 – 40,900 x 1,870 – 42,770 x 1,980 – 44,750 x 2,050 – 46,800 x 2,380 – 49,180 p.m.

Allowances

House Allowance	-	Kshs. 28,000
Commuter Allowance	-	Kshs. 8,000
Leave Allowance	-	Kshs. 6,000 payable annually
Terms of Service	-	Permanent and Pensionable

For appointment to this grade, an officer must have;

- (i) Served in the grade of Lecturer II, Job Group "K", for a minimum period of three (3) years or in a comparable and equivalent position in the Public Service;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Counseling, Business Management, Graphic Design, Business and Information Technology, Management Science or equivalent qualification with a Diploma/Post Graduate Diploma in Education from a recognized institution;

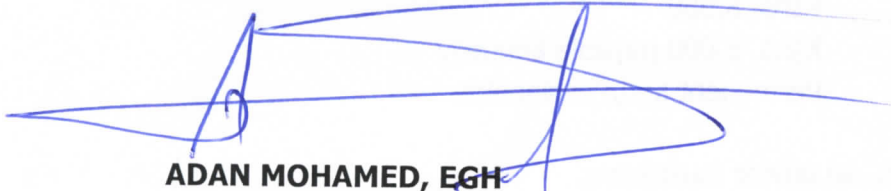
OR

- (iii) Bachelors of Education degree in any of the following disciplines: Economics, Counseling, Business Studies, Information Technology or equivalent qualification from a recognized institution;
- (iv) Certificate in Computer Applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible for training and conducting of seminars and workshops on entrepreneurship and business management; preparing training materials; conducting entrepreneurship outreach programmes; coordinating business surveys; coordinating Training Needs Assessment (TNA); developing business proposals and business plans for clients and internal use; conducting business clinics; entrepreneurship seminars and workshops; carrying out entrepreneurship in-service programmes for budding enterprises; assisting clients for in business start-ups; business information; implementing business incubation programmes; supervising business interns on industrial attachment; organizing for Micro Small and Medium Enterprises (MSMEs) exhibitions and trade fairs; monitoring and evaluating training programmes; and undertaking staff performance appraisal

NB: CANVASSING IN ANY FORM FOR THESE POSTS WILL LEAD TO AUTOMATIC DISQUALIFICATION.



ADAN MOHAMED, EGH
CABINET SECRETARY