

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

Our Vision

"A Citizen-Centric Public Service"

Our Mission

"To transform the public service for efficient and effective service delivery"

DECLARATION OF VACANCY CHAIRPERSON - KENYA TRADE REMEDIES AGENCY BOARD

Pursuant to the provisions of Section 6(a) of the Kenya Trade Remedies Act, 2017, the Public Service Commission invites applications from suitably qualified persons for the position of Chairperson, Kenya Trade Remedies Agency Board.

A. REQUIREMENTS FOR APPOINTMENT

A person is qualified to be appointed as the chairperson of the Board if such a person-

- (a) holds a masters degree in a relevant discipline from a university recognized in Kenya;
- (b) has had a distinguished career in a senior management position in the private or public sector;
- (c) has at least ten (10) years' relevant professional experience; and
- (d) satisfies the requirements of Chapter Six of the Constitution.

B. DISQUALIFICATION CRITERIA

A person shall not be eligible for appointment as the Chairperson of the Board if that person:-

- (a) is a member of Parliament, or a County Assembly;
- (b) is a member of the governing body of a political party;
- (c) is a member of a Commission established under the Constitution;
- (d) is an undischarged bankrupt;
- (e) has been removed from public office for contravening the Constitution or any other law; or
- (f) has, in the conduct of his or her affairs, not met any statutory obligations.

C. FUNCTIONS AND POWERS OF KETRA BOARD

The functions and powers of the KETRA Board are as stipulated in Section 5 and 10 of the Act respectively and include:

1. Functions

- (a) investigate and evaluate allegations of dumping and subsidization of imported products in Kenya;
- (b) investigate and evaluate requests for application of safeguard measures on any product imported in Kenya;
- (c) advise the Cabinet Secretary on the results and recommendations of its investigations;
- (d) initiate and conduct public awareness and the training of stakeholders on its functions and on trade remedies;
- (e) publish and disseminate manuals, codes, guidelines, and decisions relating to its functions; and
- (f) perform such other functions as the Cabinet Secretary may assign to it.

2. Powers

The Board shall have power to-

- (a) supervise and offer guidance and strategic direction to the Agency;
- (b) control and supervise the use of the assets of the Agency in such manner as best promote the purposes for which the Agency is established;
- (c) determine the provisions to be made for capital and recurrent expenditure and for reserves of the Agency;
- (d) receive any grants, gifts, donations or endowments and make legitimate disbursements therefrom;
- (e) collaborate with other bodies or organizations in furtherance of the purpose for which the Agency is established;
- (f) open such bank accounts for the funds of the Agency as may be necessary; and
- (g) invest any funds of the Agency not immediately required for the purposes of this Act subject to the approval of the Cabinet Secretary for the time being responsible for matters relating to finance.

D. TERMS OF SERVICE

The Chairperson of the Board shall be appointed for a term of three (3) years on such terms and conditions as may be specified in the instrument of appointment and shall be eligible for re-appointment for one further term of three years.

E. INTERESTED APPLICANTS ARE REQUIRED TO NOTE THAT:

1. The names of shortlisted candidates for the post shall be published on the Commission's website;
2. Shortlisted candidates will be required to present originals of the following documents during the interviews:
 - (a) National Identity Card;
 - (b) Academic and Professional Certificates and transcripts;
 - (c) Any other supporting documents and testimonials;
 - (d) Clearances from the following bodies:
 - (i) Kenya Revenue Authority;
 - (ii) Ethics and Anti-Corruption Commission;
 - (iii) Higher Education Loans Board;
 - (iv) Any of the Registered Credit Reference Bureaus;
 - (v) Directorate of Criminal Investigations (Police Clearance Certificate); and
 - (e) Recommendations from relevant professional bodies (where applicable).

F. MODE OF APPLICATION

1. Candidates may submit manual (hard copy) or electronic (online) applications.
2. All applications should be submitted together with detailed curriculum vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
3. Manual applications should be submitted in a sealed envelope clearly marked:

'Application for Chairperson, KETRA' and delivered to:

THE SECRETARY/CEO
Public Service Commission
4th Floor Commission House
Off Harambee Avenue
P.O Box 30095-00100
NAIROBI.

4. Online applications may be submitted via email to ketra2019@publicservice.go.ke

All applications should reach the Public Service Commission on or before 29th October 2019 latest by 5.00 p.m. (East African Time)

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**