



# REPUBLIC OF KENYA

## COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



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### **ADVERTISEMENT FOR VACANCIES**

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

#### **DEPARTMENT OF TRADE, TOURISM & COOPERATIVES**

#### **92. PRINCIPAL TRADE OFFICER: NO. OF VACANCIES – ONE (1)**

Terms of service: Permanent & Pensionable

Job Group: CPSB 06

Salary as per Salaries & Remuneration Commission of Kenya

#### **Requirement for appointment**

- Served for a minimum period of eight (8) years, three (3) of which should have been at the grade of Senior Trade Development Officer, Job Group "L" and above;
- Bachelor's 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;
- Certificate in Computer Applications from a recognized institution; and
- Demonstrated merit and shown ability as reflected in work performance and results.

#### **Duties and Responsibilities**

- Participating in initial drafting of policy documents, position and concept papers. Responding to county assembly questions; intra and inter communication between departments on trade related issues. Facilitating the settlement of trade disputes, and responding to public complaints on 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; and
- Providing consultancy and extension services on trade issues.