



PUBLIC SERVICE COMMISSION

Our Vision

“A values-driven citizen-centric public service”

Our Mission

“To ensure an efficient, effective, ethical and inclusive public service for delivery of quality services to the citizenry”

DECLARATION OF A VACANCY

Pursuant to the provision of Section 6(a) of the Kenya Trade Remedies Act, 2017, the Public Service Commission invites applications from suitably qualified persons for the following position:

CHAIRPERSON - KENYA TRADE REMEDIES AGENCY (KETRA)- V/NO. 156/2025 - ONE (1) POST

Requirements for appointment

For appointments to this position, a candidate must:

- hold a Masters degree in a relevant discipline from a university recognized in Kenya;
- have had a distinguished career in a senior management position in the private or public sector;
- have at least ten (10) years' relevant professional experience; and
- satisfy the requirements of Chapter Six of the Constitution.

Disqualification Criteria

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

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

Terms of Service

Three (3) years contract 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 (3) years.

Functions and Powers of the KETRA Board

The functions and powers of Kenya Trade Remedies Agency (KETRA) Board are as stipulated in Section 5 and 10 of the Act and include:

- investigating and evaluating allegations of dumping and subsidization of imported products in Kenya;
- investigating and evaluating requests for application of safeguard measures on any product imported in Kenya;
- advising the Cabinet Secretary on the results and recommendations of its investigations;

- (iv) initiating and conducting public awareness and the training of stakeholders on its functions and on trade remedies;
- (v) publishing and disseminating manuals, codes, guidelines, and decisions relating to its functions; and
- (vi) performing such other functions as the Cabinet Secretary may assign to it;
- (vii) supervising and offering guidance and strategic direction to the Agency;
- (viii) controlling and supervising the use of the assets of the Agency in such manner as best promote the purposes for which the Agency is established;
- (ix) determining the provisions to be made for capital and recurrent expenditure and for reserves of the Agency;
- (x) receiving any grants, gifts, donations or endowments and making legitimate disbursements therefrom;
- (xi) collaborating with other bodies or organizations in furtherance of the purpose for which the Agency is established;
- (xii) opening such bank accounts for the funds of the Agency as may be necessary; and
- (xiii) investing 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.

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful applicants will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) The names of shortlisted candidates shall be published on the Commission's website;
- (vi) 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) Commission for University Education (CUE) Recognition/Equation Certificate for Degrees, Diplomas or Certificates awarded by foreign universities and institutions;
 - (d) Police Clearance certificate;
 - (e) Duly executed Ethics and Anti-Corruption Commission (EACC) Self-Declaration Form;
 - (f) Higher Education Loans Board (HELB) clearance;
 - (g) Kenya Revenue Authority (KRA) Tax Compliance certificate; and
 - (h) Clearance from a reputable Credit Referencing Bureau (CRB) and
 - (i) Any other supporting documents and testimonials.
- (vii) It is a criminal offence to present fake certificates/documents.

Caution: Beware of fraudsters soliciting for bribes from the public while masquerading as Commission staff. Public Service Commission does not charge any fee for job applications, shortlisting, interviews or appointments.

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke

Applications should reach the Commission **on or before 9th January, 2025 latest 5.00 p.m. (East African Time)**

SECRETARY/CEO
PUBLIC SERVICE COMMISSION