

JOB DESCRIPTION FOR TRADE DEVELOPMENT ASSISTANT

1. Department:	Trade Development Department		
2. Job Role Title:	Trade Development Assistant		
3. This Position Reports to: (Position Title)	Trade Development Manager		
4. Subordinates in this Position: (Position Titles)	None		
5. Key Relations	<p>Key Internal Relations</p> <ul style="list-style-type: none"> • Trade Development Department • Strategy, Trade and Relationship Committee (STR) • EATTA Sub Associations <p>Key External Relations</p> <ul style="list-style-type: none"> • Members • Banks • Government Agencies • Standards Organizations 		
6. Job Role Summary:	This position is responsible for the delivery of efficient trade facilitation support.		
7. Job Specifications (Essential required for this job position).	Factor	Essential	Added Advantage
	Professional		
	Academic	A bachelor's degree in business or recognised equivalent	
	Relevant Work	At least 2 years relevant experience	
8. Duties & responsibilities	<p>Trade Facilitation</p> <ol style="list-style-type: none"> 1) Assist the TDM to address trade issues from members as they arise and intervention when members face issues. 2) Provide support for STR Committee and any affiliated Ad-hoc Committee – Notice, Committee Papers, Minutes and Board Papers. 3) Respond to issues raised by members on the Payment System. 4) Provide support for Sub Association meetings assigned to you – Notice, Sub Association Papers, Minutes and follow up action points. 5) Generate statistics from Electronic Bill Board as well as from other sources (eg. International Tea Committee = Bulletin of Statistics). 6) Assist in the planning of members' events. 7) Liaison for Kenya Bureau of Standards. 8) Liaison for East African Community. 9) Prepare presentations for visitors. 10) Generate content for the website. 11) Any other relevant duties and responsibilities as may be assigned from time to time. 		
9. Essential Competencies and Personal Attributes	<p>Essential Competencies</p> <ol style="list-style-type: none"> 1) Good ICT skills 2) Good communication skills 3) Good analytical skills 		

	Essential Personal Attributes <ol style="list-style-type: none">1) A team player2) High level of self confidence3) Well organised4) Ability to work under pressure5) Creative thinking
10. Job Working Conditions	<ol style="list-style-type: none">1) Working conditions are normal for an office environment2) Work may require occasional weekend and/or evening work. (Desk top, field work and some travel)