

**INTER GOVERNMENTAL STANDING COMMITTEE ON SHIPPING-  
ISCOS**



**VACANCY ANNOUNCEMENT**

**POSITION: DIRECTOR TRADE FACILITATION AND POLICY  
HARMONISATION**

Applications are invited from suitably qualified Kenyan Citizens to fill the position of Director, Trade Facilitation and Policy Harmonisation at the Secretariat of the Intergovernmental Standing Committee on Shipping (ISCOS) based in Mombasa. The Director Trade Facilitation and Policy Harmonisation is one of the Heads of the three Departments of the Organisation's Secretariat.

**a) The Organisation**

The Intergovernmental Standing Committee on Shipping (ISCOS whose founding Membership are the States of Kenya, Tanzania, Uganda and Zambia- but now growing its Membership to cover the Eastern and Southern Africa - was formed in 1967- to promote, protect and coordinate the shipping and maritime interests of its member States and the region at large. Due to the international nature of shipping and maritime logistics, ISCOS activities are of interest to the Eastern and Southern Africa region. The Organisation's Secretariat is hosted by Kenya in the coastal city of Mombasa.

**b) Particulars of the Appointment**

**Job title: Director Trade Facilitation and Policy Harmonisation**

**Appointed by: The Coordination Committee**

**Reporting to: Secretary General**

**Grade: P5**

**c) Job Purpose**

The purpose of the job is to ensure effective and efficient ports' performance as well as smooth trade facilitation across the member States. The job holder is expected to advice the Secretariat and the Member States in the formulation of appropriate laws, procedures, regulations and programs to promote effective and efficient regional seaborne trade in the spirit of regional and continental integration.

#### **d) Duties**

- i. Formulating and overseeing implementation of Directorate annual plans and budgets;
- ii. Ascertaining and recommending favourable trading practices that would facilitate and promote effective and efficient regional, continental and seaborne trade;
- iii. Analyzing the impact of transport policies and regulations on seaborne trade and advising Member States on the implementation of intermodal transport solutions;
- iv. Monitoring and reporting on route costs of inland transport and cooperation with relevant government agencies, private sector and other stakeholders in Ports, transit routes, inland water ways border points and mitigation of tariff and non-tariff barriers;
- v. Monitoring and advising on the implementation status of International Trade Agreements by Member States including membership to international bodies;
- vi. Developing/reviewing and monitoring the modalities for cooperation with other regional organizations on matters pertaining to trade facilitation, policy harmonization and implementation of commercial maritime conventions, policies and practices;
- vii. Monitoring potential conflict arising when one country imposes trade restrictions against imports from another country which would affect trade generally at regional and international level and recommending suitable actions/solutions to resolve the conflicts;
- viii. Promoting capacity for shippers/shippers' councils, and other industry players in freight consultations/negotiations and lobbying for favorable policies and regulations on shipping services;
- ix. Promoting the establishment of national maritime administrations in Member States and encouraging cooperation among the existing national maritime administrations;
- x. Assisting national bodies in setting up mechanisms for improving the flow of goods in the transport corridors and monitoring cost of inland transport to enhance efficiency in seaborne trade;
- xi. Undertaking research and investigations on relevant issues affecting trade facilitation as may be required by ISCOS or stakeholders and recommended suitable;
- xii. Advising Member States in formulating policies and regulations that promote the participation of women and youth in the maritime industry and creation of employment opportunities for them;
- xiii. Providing technical services to ISCOS Organs;
- xiiii. Supervising staff under the Directorate in accordance with Human Resource Regulations; and
- xiv. Performing any other duties as may be assigned by the Secretary General subject to the provisions of the Human Resource Regulations.

#### **e) Qualifications and Work Experience**

- i. Hold a Bachelor's degree in Economics, Statistics, Maritime Transport Studies, Business Administration or their equivalent from a recognized university.
- ii. Master's Degree or its equivalent in any of the aforementioned field can be an added advantage.
- iii. Must have served for a minimum of five (5) years in the relevant field in a reputable institution.
- iv. Knowledge of regional and international trade facilitation agreements/protocols.
- v. Knowledge of the Organization.

#### **f) Competencies**

- i. Have ability to take leadership of a professional team and promote team spirit geared towards achievement of ISCOS objectives.

- ii. Excellent written and verbal communication skills.
- iii. Possess an aptitude for relationship building through negotiation and networking.
- iv. Have extensive knowledge of operations, management and trade policies or customs policies, statistics or shipping/port procedures.
- v. Have competence in use of Information and Communications Technology (ICT).
- vi. Strong negotiation skills and ability to influence others.
- vii. Fluent in English.

**g) Mandatory requirements**

Applicants should satisfy the requirements of Chapter Six of the Constitution of Kenya; and in addition, obtain and submit clearances from the following:

- i. Kenya Revenue Authority (KRA);
- ii. Credit Reference Bureau (CRB);
- iii. Criminal Investigation Department (D.C.I);
- iv. Ethics & Anti-Corruption Commission (EACC);
- v. Higher Education Loans Board (HELB); and
- vi. Former employer, where applicable.

**h) Salary and Benefits**

In addition to an attractive and competitive salary, the successful candidate shall enjoy several benefits which include Housing allowance, Spouse allowance, Airtime allowance, and Gratuity on separation equivalent to 25% of the basic salary earned during the period of service.

Other benefits include a medical Insurance cover for self, spouse and 4 children aged below 23yrs, domestic support services, limited education allowance for a maximum of 4 children aged below 23 years, 36 working days of leave per year, and paid home leave.

**i) Contract Period**

The successful candidate will sign a 4 year contract with ISCOS renewable twice subject to satisfactory performance and within the age of 60 years.

**j) Mode of application**

Interested candidates who meet the above requirements and believe they meet the above qualifications should submit their applications alongside their CVs, copies of their relevant certificates and testimonials as well as the names and addresses of three referees. Please include a day telephone contact and address your application to:

**The Principal Secretary**  
**State Department for Shipping and Maritime**  
**Ministry of Transport, Infrastructure, Housing, Urban Development and Public**  
**Works**  
**Transcom Building, Ngong Road**  
**P O Box 52692**  
**NAIROBI, KENYA**

Applications should be sent only by registered courier or delivered by hand in properly sealed envelopes clearly marked “Application for the position of Director Trade Facilitation and Policy Harmonisation”. Deadline for submission of applications is **13<sup>th</sup> of September 2021, 17:00HOURS**.