

JOB ADVERTISEMENT

Head of Trade Development

Position	Head of Trade Development
Reporting to	Chief Executive Officer
Location	KNCCI Headquarters, Nairobi
Contract type	Full-time

About KNCCI

The Kenya National Chamber of Commerce and Industry (KNCCI) is a business membership and trade support institution that works to protect and promote the commercial and industrial interests of its members and the wider business community. KNCCI advocates for a favourable business, trade and investment environment and creates local, regional and international business linkages and opportunities for enterprise growth.

Role Purpose

To provide strategic leadership and operational oversight for KNCCI's trade development agenda, including trade facilitation, export promotion, investment support, member services, trade missions, partnerships and market intelligence, in order to unlock business opportunities and deliver measurable value to KNCCI members.

Key Responsibilities

1. Strategic Leadership and Departmental Management

- Lead the planning, coordination and implementation of the Trade Development Department's annual work plans, budgets and performance targets.
- Advise the Chief Executive Officer on trade development priorities, policy opportunities, member concerns and emerging market trends.
- Guide, supervise and support staff reporting to the role, ensuring clear performance expectations, accountability and timely delivery.
- Prepare timely departmental reports, board/management briefs, concept notes and performance updates in line with institutional requirements.

2. Trade Facilitation

- Support the implementation of trade agreements, protocols and trade facilitation initiatives for the benefit of KNCCI members.
- Provide advisory support to members on trade and investment opportunities, market access requirements, customs procedures, standards, tariffs and non-tariff barriers.
- Regularly monitor and evaluate the automated Certificate of Origin (CoO) system and recommend improvements to enhance efficiency and member satisfaction.
- Coordinate continuous dialogue, information sharing and follow-up with Chamber members, national agencies, regional stakeholders and private sector actors on trade facilitation matters.
- Oversee implementation of regional trade facilitation projects and provide substantive input into reports, position papers, policy briefs and technical submissions.
- Document and disseminate success stories, lessons learnt and impact arising from trade facilitation programmes.

3. Trade and Investment Development

- Identify, assess and profile bankable trade and investment opportunities for sharing with members, investors and strategic partners.
- Share timely information on investment trends, priority sectors, special economic zones, export processing zones and other economic development opportunities in Kenya and target markets.
- Operationalize and strengthen business information centres and related platforms for effective dissemination of business intelligence to members and stakeholders.
- Develop and implement investment promotion strategies in collaboration with relevant government agencies, development partners and private sector institutions.
- Monitor and evaluate trade and investment promotion activities and recommend improvements based on evidence and member feedback.

4. Trade Promotion, Missions and Market Linkages

- Develop and implement sector-specific strategies for goods and services to enhance domestic, regional and international trade.
- Design, implement and monitor trade promotion programmes, including trade fairs, exhibitions, expos, B2B forums, buyer-seller meetings and outward/inward trade missions.
- Coordinate sector-specific workshops, market briefings, dissemination forums and outreach programmes to promote trade opportunities for members.
- Implement marketing and export promotion plans aimed at increasing member participation in local, regional and global markets.
- Build and maintain productive relationships with economic development professionals, government agencies, embassies, trade offices, development partners and key KNCCI personnel.

5. Membership, Networking and Stakeholder Engagement

- Use trade programmes to support membership recruitment, service delivery, engagement and retention.
- Monitor local and international industry trends and advise on their implications for KNCCI members and Chamber membership growth.
- Identify and develop networks with relevant stakeholders, including business associations, sector bodies, county chambers, government agencies and development partners.
- Develop and implement a trade networking strategy, including member satisfaction surveys, roundtables, breakfast meetings, Chamber Connect sessions and targeted sector engagements.
- Spearhead and nurture strategic partnerships that advance KNCCI's trade development mandate.

6. Resource Mobilization and Programme Sustainability

- Participate in resource mobilization in consultation with the Chief Executive Officer and other Heads of Department.
- Network and liaise with key donors, development partners and private sector partners to support trade development programmes.
- Contribute to proposal development, concept notes, partnership frameworks and programme budgets for trade-related initiatives.
- Perform any other duties assigned by the supervisor in line with the role and institutional mandate.

Minimum Qualifications and Experience

- Bachelor's degree in Commerce, Economics, International Trade, Business Administration, Development Studies, Public Policy, Law, International Relations or a related field from a recognized institution.
- A Master's degree in a relevant field will be an added advantage.
- At least eight (8) years of relevant experience in trade development, trade facilitation, investment promotion, export promotion, private sector development, business membership organizations or related fields, with at least three (3) years in a management or senior coordination role.
- Demonstrated understanding of Kenya's private sector, regional trade frameworks, export markets, investment promotion, standards, tariffs and non-tariff barriers.
- Experience in managing trade missions, stakeholder forums, donor-funded programmes, partnerships or business networking platforms will be an added advantage.
- Strong report writing, policy analysis, communication, stakeholder engagement and team leadership skills.

Key Competencies

- Strategic thinking and business acumen
- Trade facilitation and market development expertise
- Stakeholder engagement and partnership management
- Programme planning, implementation and monitoring
- Resource mobilization and proposal development
- Leadership, supervision and performance management
- Excellent written and oral communication
- Integrity, professionalism and member-service orientation

Indicative Performance Measures

- Growth in member participation in trade programmes, missions, B2B forums and market linkage activities.
- Improved efficiency, uptake and member satisfaction with Certificate of Origin and trade facilitation services.
- Number and quality of bankable trade and investment opportunities profiled and shared with members.
- Quality and timeliness of reports, policy briefs, management updates and stakeholder submissions.
- Value and number of strategic partnerships, donor engagements and resource mobilization opportunities developed.
- Evidence of improved membership engagement, retention and satisfaction through trade development programmes.

How to Apply

Interested and suitably qualified candidates should submit their applications, including copies of relevant academic and professional certificates, a detailed curriculum vitae (CV) and a cover letter, to hr@kenyachamber.or.ke with “**Head of Trade Development**” as the email subject by **19th June 2026**.

NB: ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED

KNCCI is committed to fair and merit-based recruitment.