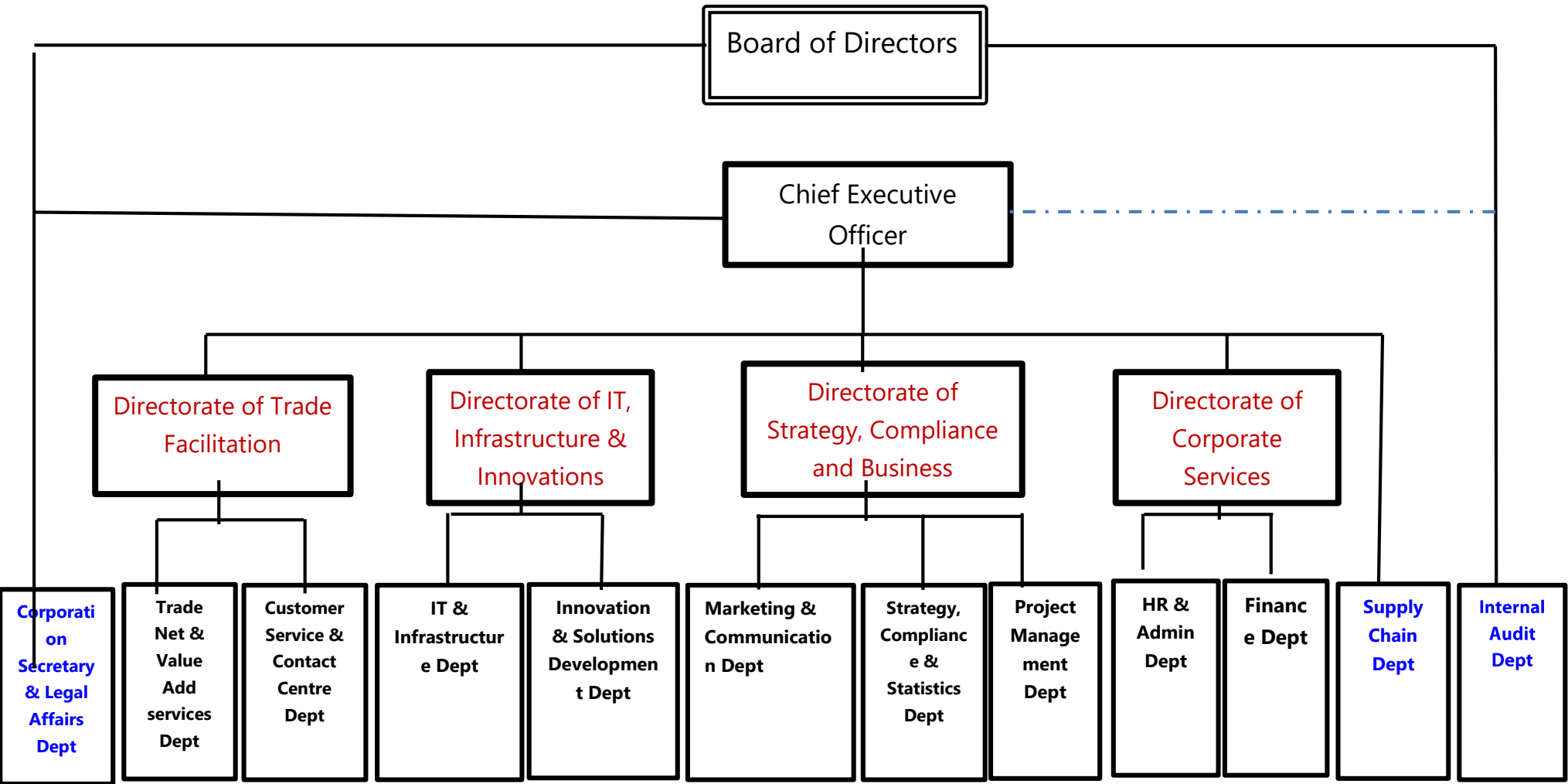


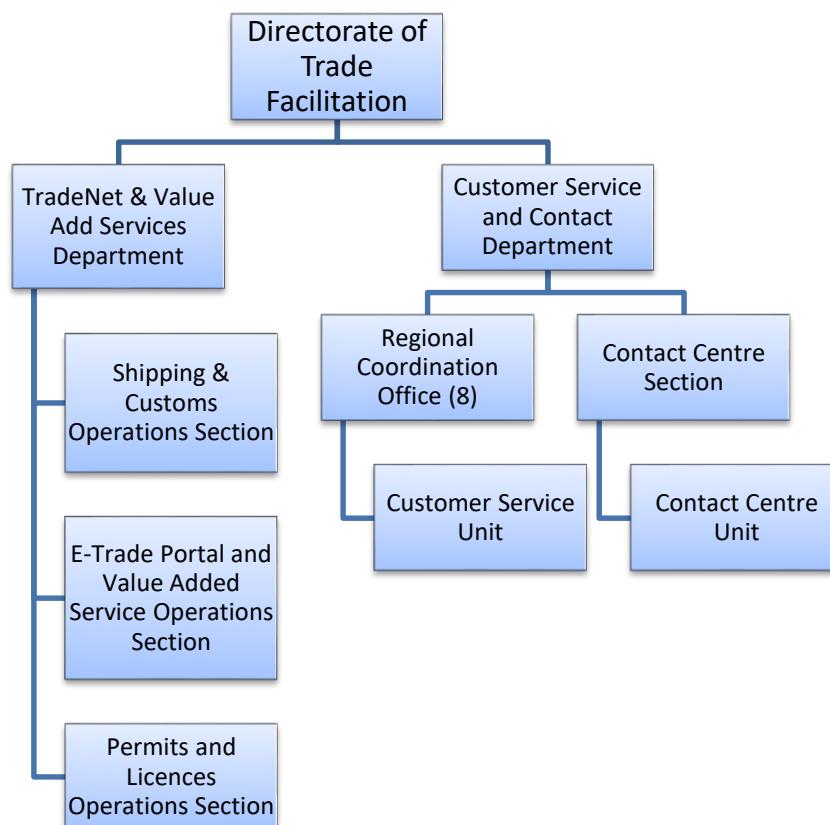
Figure I: KenTrade Organization Super Structure



1.1 Brief description of Directorates and departments that report directly to the CEO

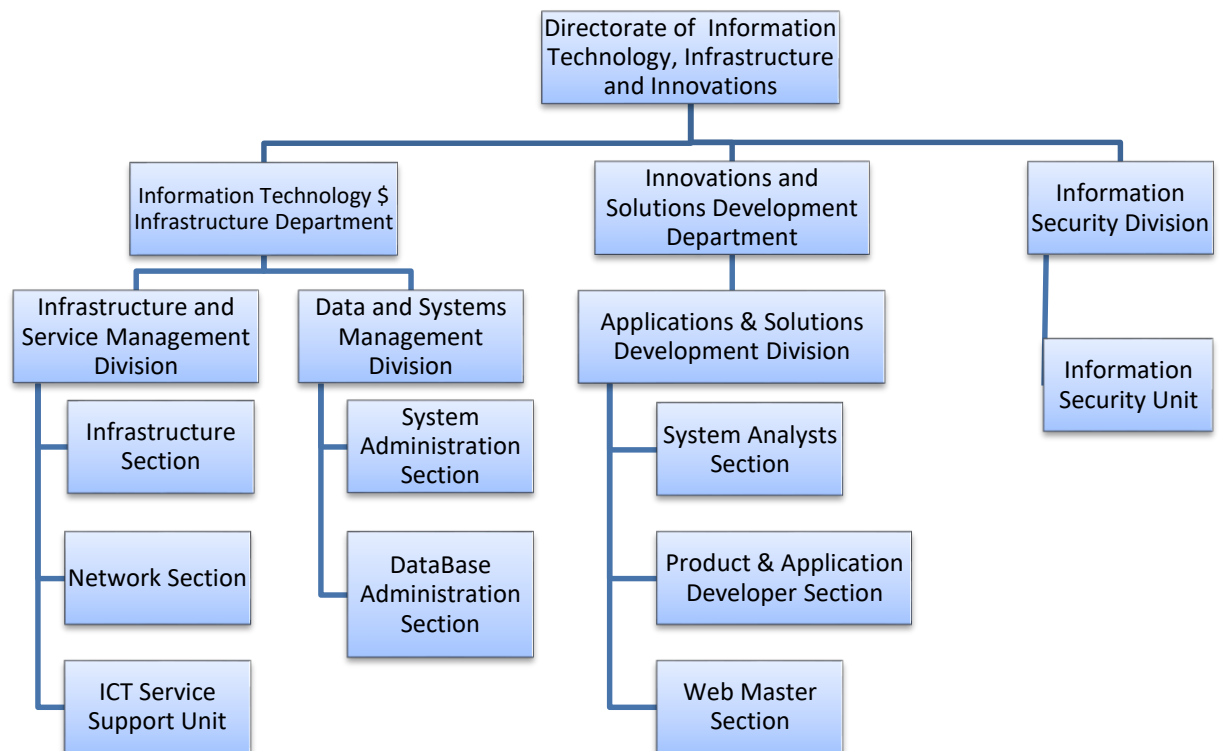
1.1.1 **Chief Executive Office:** Overall Head of KenTrade who shall be responsible to the Board for the day-to-day operations and is also the Chief Advisor to the Board of Directors.

1.1.2 **Trade Facilitation Directorate:** Headed by a Director, Trade Facilitation - KTNA Grade 2 who will be answerable to the CEO, for all Trade Facilitation, Value Add services, and Customer Service and Contact Centre functions at the Agency. The structure of the Directorate is as below.

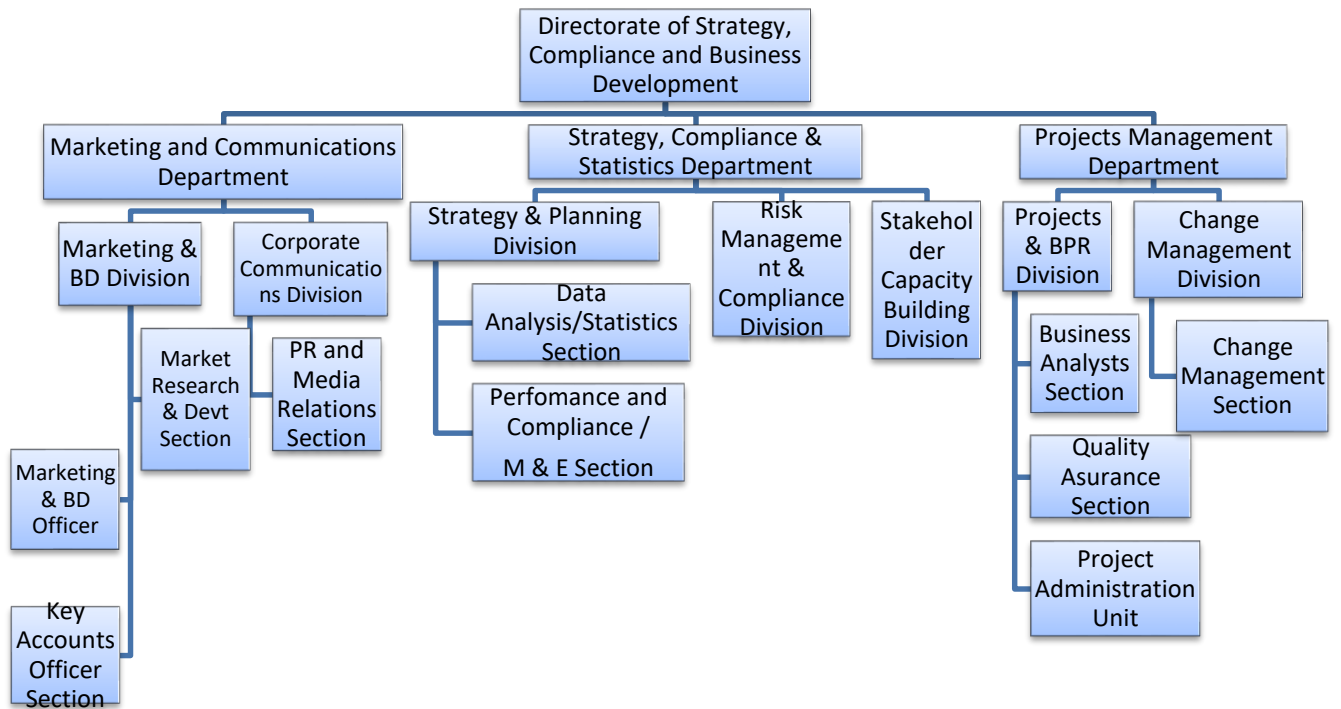


1.1.3 **Information Technology, Infrastructure & Innovations Directorate:** Headed by a Director, Information Technology, Infrastructure and Innovations - KTNA Grade 2 who will be answerable to the CEO, for all Information Communication Technology, Infrastructure,

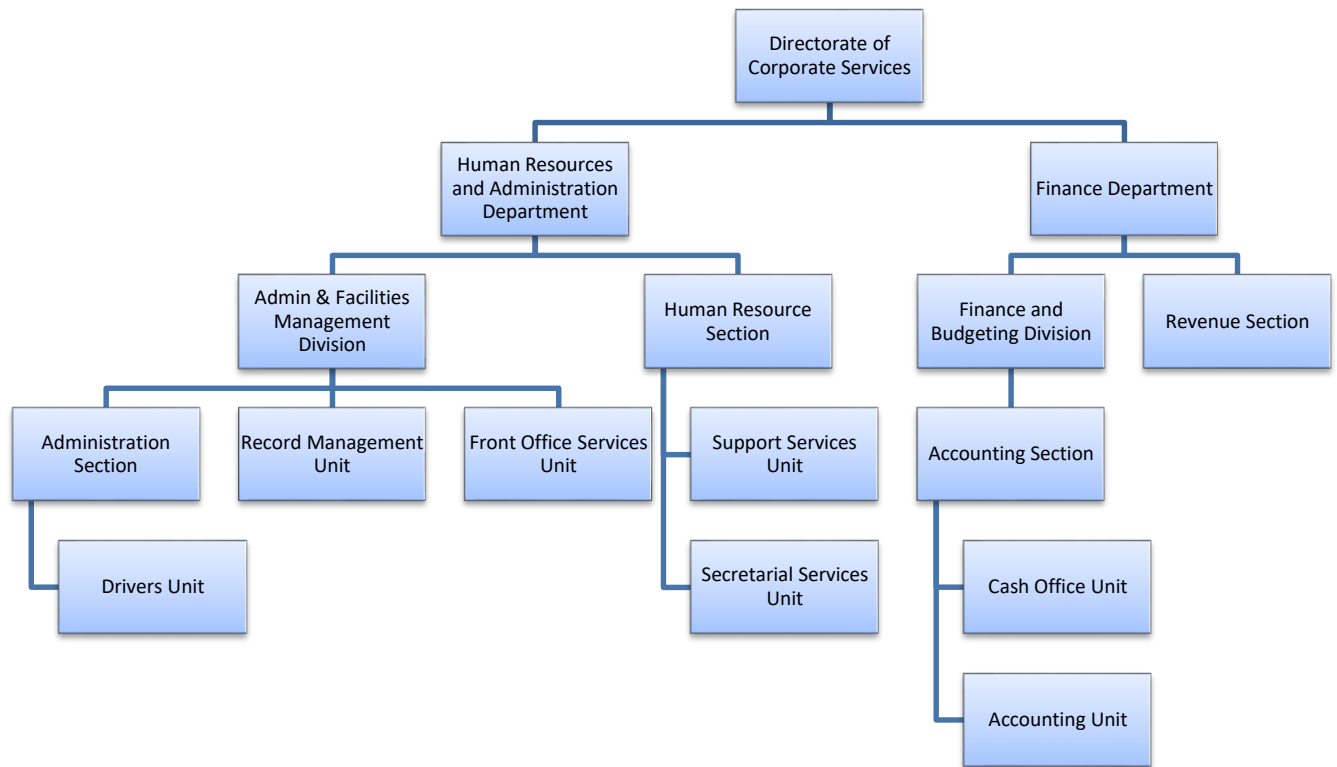
Innovation and Solution Development functions at the Agency. The Structure of the Directorate is as below.



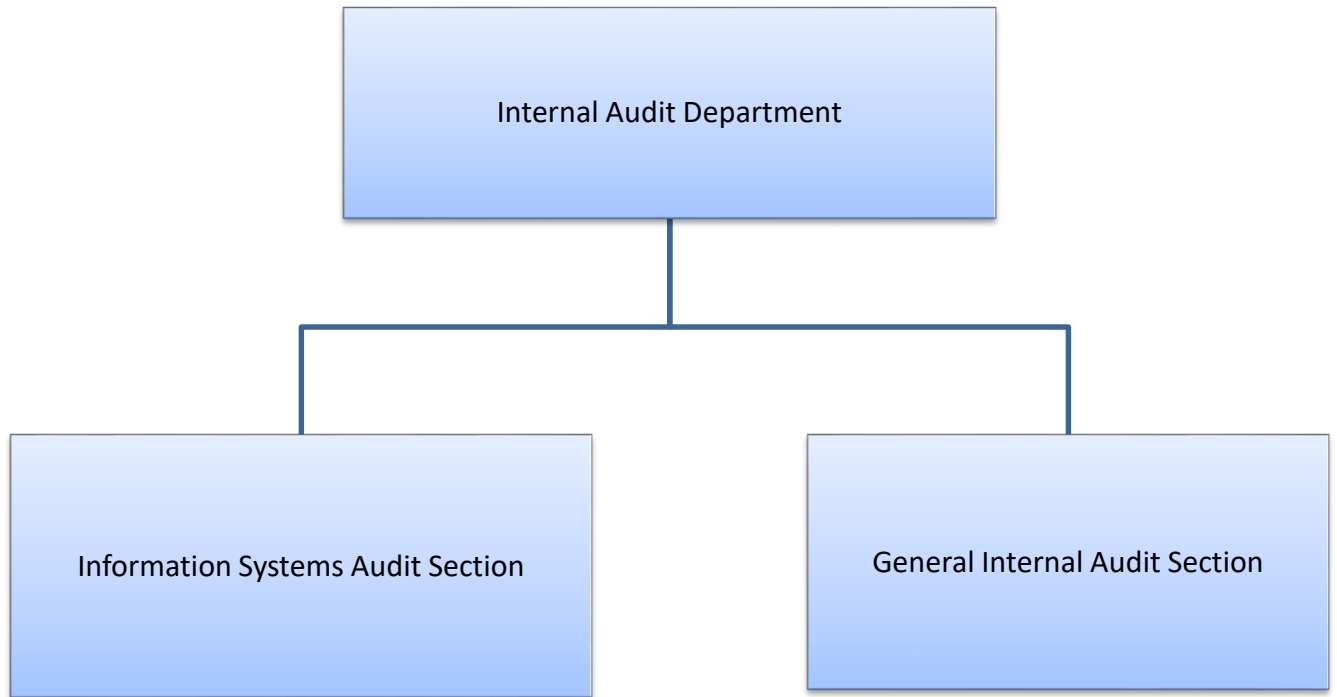
1.1.4 Strategy, Compliance & Business Development Directorate: headed by Director, Strategy, Compliance and Business Development - KTNA grade 2 who will be answerable to the Chief Executive Officer for the overall Corporate Strategy and Business development. The Directorate will translate the Corporate Strategy into a set of measurable annual targets, developing and negotiating the Company's Performance Contract and aligning the entire organization in pursuit of these targets, responsible for marketing and communications and ensuring all internal and external projects are managed to best practice standards. The Structure of the Directorate is as below.



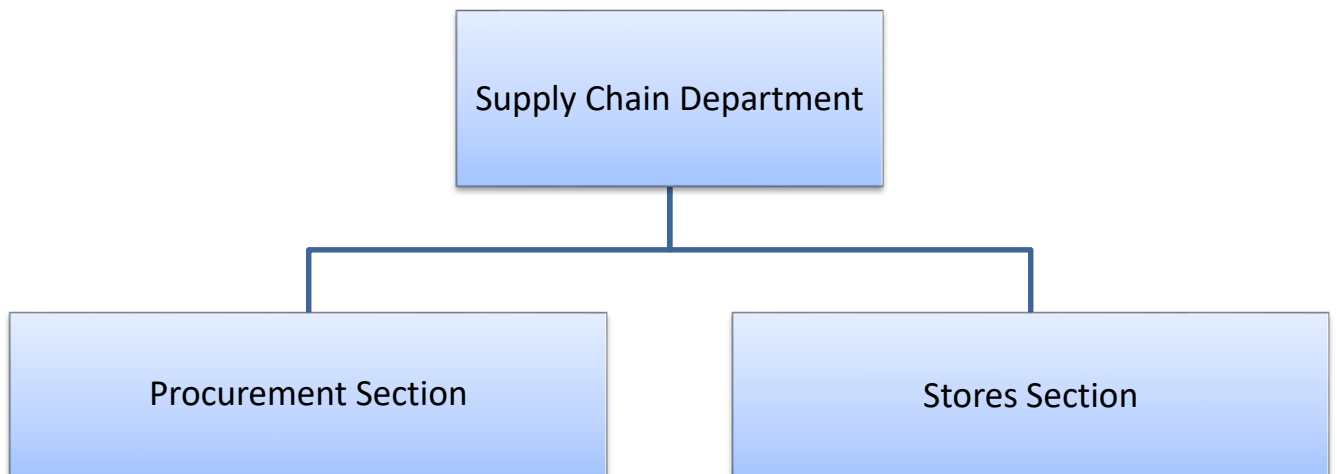
1.1.5 Corporate Services Directorate: Headed by a Director, Corporate Services, Job Grade - KTNA 2 who will be responsible to the Chief Executive Officer for the overall coordination and management of corporate services which include: Finance, Accounts, and Human Resource Management & Administration functions in Kentrade. The Structure of the Directorate is as below.



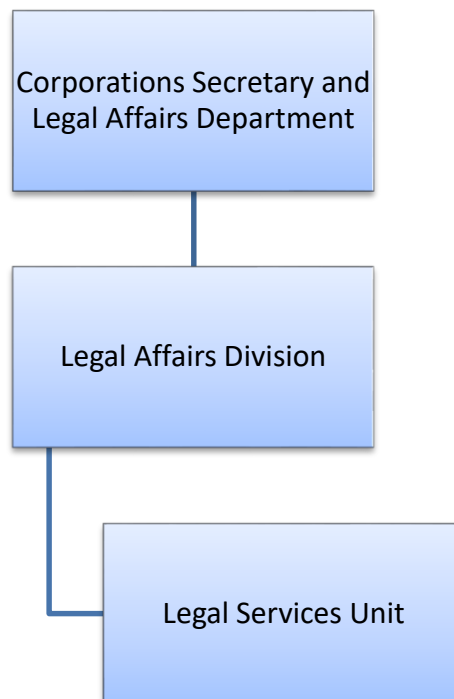
1.1.6 Internal Audit Department: Headed by a Manager, Internal Audit, Job Grade - KTNA 3 who will directly report to the Board for the overall coordination and management of the Internal Audit function and administratively report to the CEO for day to day operations of the audit function. The Structure of the Directorate is as below.



1.1.7 Supply Chain Management Department: Headed by a Supply Chain Manager, Job Grade - KTNA 3 who will be answerable to the CEO for the overall coordination and management of the procurement management function at KenTrade. The Structure of the Directorate is as below.



1.1.8 Corporation Secretary & Legal Affairs Department: Headed by the Corporation Secretary and Legal Affairs Manager (CSLAM), Job Grade KTNA 3 who will be answerable to the CEO for the overall coordination and management of the Corporation Secretary and Legal Affairs department. The CSLAM will provide the secretariat to the Agency's Board in line with the Mwongozo Code and other legal/regulatory guidelines and legal services to the Agency. The Structure of the Directorate is as below.



2.0

KenTrade Revised Salary Structure

Grade	Designation	New Grade	New Designation	Min	Max	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Difference s in Bands	Increment al credits
KTNA 1	Chief Executive Officer	KTNA 1	Chief Executive Officer	420000	620000	420000	445000	470000	495000	520000	545000	570000	595000	620000	30000	25000
KTNA 2	General Manager	KTNA 2	Director	390000	550000	390000	410000	430000	450000	470000	490000	510000	530000	550000	90000	20000
KTNA 3	Manager	KTNA 3	Manager	300000	380000	300000	310000	320000	330000	340000	350000	360000	370000	380000	40000	10000
KTNA 4	Assistant Manager	KTNA 4	Assistant Manager	260000	300000	260000	265000	270000	275000	280000	285000	290000	295000	300000	40000	5000
KTNA 5	Senior Officer	KTNA 5	Principal Officer	220000	260000	220000	225000	230000	235000	240000	245000	250000	255000	260000	51000	5000
KTNA 6	Officer	KTNA 6	Senior Officer	169000	209000	169000	174000	179000	184000	189000	194000	199000	204000	209000	40000	5000
KTNA 7	Assistant Officer	KTNA 7	Officer	129000	169000	129000	134000	139000	144000	149000	154000	159000	164000	169000	24000	5000
KTNA 8	Senior Assistant	KTNA 8	Senior Ass. Officer	105000	129000	105000	108000	111000	114000	117000	120000	123000	126000	129000	24000	3000
KTNA 9	Assistant	KTNA 9	Ass. Officer	81000	105000	81000	84000	87000	90000	93000	96000	99000	102000	105000	20000	3000
KTNA10	Senior Clerical	KTNA10	Senior Office Assistant	61000	81000	61000	63500	66000	68500	71000	73500	76000	78500	81000	12000	2500
KTNA 11	Clerical	KTNA11	Office Assistant	49000	61000	49000	50500	52000	53500	55000	56500	58000	59500	61000	8000	1500
N/A				41000	49000	41000	42000	43000	44000	45000	46000	47000	48000	49000		1000

2.1.1 Allowances rates based on the revised grading structure

Below are the adjusted rates of allowances based on the new grading structure. The highlighted rates are the ones that have changed based on the regrading of positions.

S/N	Designation	Civil Service Grade	House Allowance	Commuter Allowance	Telephone Allowance	Hardship Allowance	PER DIEM/ACCOMMODATION	
							Cluster 1	Cluster 2
1	Chief Executive Officer	U	80,000	N/A	47,000	N/A	18,200	12,600
2	General Manager	T	80,000	30,000	16,000	60,000	16,800	12,600
3	Manager	S	60,000	25,000	15,000	45,000	16,800	12,600
4	Assistant Manager	R	50,000	20,000	15,000	38,100	14,000	10,500
5	Principal Officer	Q	45,000	15,000	15,000	31,500	14,000	10,500
6	Senior Officer	P	45,000	10,000	6,000	27,300	14,000	10,500
7	Officer	N	35,000	10,000	6,000	17,100	11,200	8,400
8	Senior Ass. Officer	M	28,000	10,000	2,000	14,650	11,200	8,400
9	Ass. Officer	L	28,000	10,000	1,500	12,300	11,200	8,400
10	Senior Office Assistant	K	16,500	10,000	1,500	10,900	11,200	8,400
11	Office Assistant	J	10,000	10,000	1,500	8,200	6,300	4,900

a) Adjustment of (remunerative) allowances for affected staff (KTNA 6,7,9 and 10).

a) Re-grading of staff in the following positions whose grades were reviewed upwards.

S/No	Position	Number	Previous Grade	New Grade	Current Gross Salary	New Gross Pay	Cost Implications monthly	Cost Annually
1	Office Assistant – Njoroge Francisca	2	12	11	58,500	68,500	10,000	240,000
2	Driver	3	11	10	79,500	92,000	12,500	450,000

	Bramwel George Clement							
3	Call Centre Assistant All apart from Walton	9	9	7	121,500	168,500	47,000	5,076,000
4	Executive Assistant Elizabeth Roselyne Hellen G.	3	8	7	185,000	190,000	5,000	180,000
5	Accounts Assistant Vera atieno	1	9	7	112,500	168,500	56,000	672,000
	Sub- Total	18			2,057,500	2,633,000	575,500	6,618,000
	Pension						0.15%	992,700
	Total							7,610,700

b) Adjustment of (remunerative) allowances for affected staff

These are positions that are mainly affected by a change in the allowances rate due to the regrading but their grading level is still the same. The financial implications are as outlined below:

S/No	Position	Number	Grade	Current Gross Pay	New Gross Pay	Cost Implications monthly	Annual Costs (12mnths)
1	System Administrator	3	6	240,000	250,000	10,000	360,000

S/No	Position	Number	Grade	Current Gross Pay	New Gross Pay	Cost Implications monthly	Annual Costs (12mnths)
2	Customer Service Officer	10	6	240,000	250,000	10,000	1,200,000
3	Business Analyst	3	6	240,000	250,000	10,000	360,000
4	System Analyst	2	6	235,000	245,000	10,000	240,000
5	PR Officer	2	6	230,000	240,000	10,000	240,000
6	Network Engineer Exclude Barechi	2	6	235,000	245,000	10,000	240,000
7	HR Officer	1	6	230,000	240,000	10,000	120,000
8	Procurement Officer	1	6	230,000	240,000	10,000	120,000
9	Training Officer – now HR Development Officer	1	6	230,000	240,000	10,000	120,000
10	Database Administrator	2	6	230,000	240,000	10,000	240,000
11	Contact Centre Officer	6	6	225,000	235,000	10,000	720,000
12	Information Security Officer – to be done during confirmation	1	6	220,000	230,000	10,000	120,000
	Management accountant To be done during confirmation						
13	TOTALS	34		6,740,000	7,030,000	290,000	4,200,000

a) Translation of positions whose deployment titles have changed.

S/No	Current Position	New Position deployment title
1	Manager Trade Facilitation	Manager Trade Facilitation & Value Add Services – Daniel Kiange
2	Assistant Manager ICT Infrastructure	Assistant Manager Infrastructure & Service Management – Mahsen Abud
3	Assistant Manager Applications	Assistant Manager Application & Solutions Development – Edwin Wanyama
4	Assistant Manager Business Development	Assistant Manager Marketing & Business Development – evelyn Wamae
5	Head of Corporate Communications	Assistant Manager Corporate Communications – Ann Odero
6	Manager Strategy & Planning	Manager Strategy, Compliance & Statistics – David Ngarama
7	Assistant Manager BPR	Assistant Manager Projects & BPR – Eric Lukoye
8	Training Officer	Human Resource Officer- Magdalene Thiriku
9	Manager Procurement	Manager Supply Chain – Joanne Kweyu
10	Procurement Officer	Supply Chain officer (Procurement) – Sostanis Okoth
11	Manager Internal Audit Risk & Compliance	Manager Internal Audit – Joseph Kimanga

b) Deployments of staff to new positions after their current positions have been eliminated in the new structure.

The organization structure review has resulted into some positions being eliminated or the number of posts has been reduced. As per the initial proposal, Management intends to deploy them to other new positions for which they qualify for and are at the same level as their current positions. This is to ensure that no existing staff is adversely affected by the implementation of this structure and the same was considered during the organization structure review process. This deployment will not have financial implications.

The above is as illustrated in the table below:

S/No.	Staff Name	Current Position	New Position
1	Silas Oswe	Assistant Manager – Monitoring & Evaluation	Assistant Manager Strategy & Planning
2	Winnie Mwangi	Customer Service Officer	Permits & Licenses Officer
3	Kevin Too	Customer Service Officer	Quality Assurance Officer
4.	Billy Ngumi	Business Analyst	Shipping & Customs Operations Officer