



KENYA NATIONAL TRADING CORPORATION LTD

ORGANIZATION STRUCTURE AND STAFF ESTABLISHMENT

JULY, 2023

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FOREWORD

Organization Staffing Structure is an important human resource management tool that facilitates recruitment, retention, development, training and promotion on the basis of merit, competence and ability.

In 2023, the Corporation engaged the State Corporations Advisory Committee to revise its existing Organization Structure and Staff Establishment in line with the prescribed guidelines given by the Public Service Commission. The revision is also meant to harmonize the functions with the new mandates assigned to KNTC by the Government.

It is envisaged that effective implementation of the revised Organization Staffing Structure will usher in a new dawn for the Corporation. Employees will not only be empowered but also motivated and facilitated to contribute effectively to the achievement of the Corporation's mandate which is in line with the Government's aspiration to expand Kenya's wholesale and retail trade, distribution of essential commodities as well as opening up export markets for locally produced goods.

The framework provides a linkage between an employee's performance and career advancement, and adopts a new Job Classification based on complexity of roles and qualifications and competencies required to undertake work at the different levels. It is therefore, my expectation that we shall have a robust, re-energized workforce which will ensure that we deliver high quality services which meet the recommended international standards.

I therefore urge and recommend that the Management be guided by the Human Resource Division to ensure effective implementation of this Organization Staffing Structure.

PREFACE

The need to have an effective framework for development of Organization Staffing Structure in the Corporation cannot be overemphasized. For KNTC to realize its strategic plans, mandates and objectives, there is need to have in place an Organization Staffing Structure that ensure specific qualifications, skills and competences for all cadres.

Some of the main challenges facing the Corporation have to do with attraction, motivation and retention of a competent, self-driven and qualified workforce. The framework therefore, seeks to address such challenges, among others, by providing linkages to the Strategic Plan, Performance Contracting arrangement and Performance Appraisal System with elaborate and clear job descriptions.

In addition, it provides generic job descriptions and specifications which are varied to suit the nature of jobs in the Corporation in the given classifications. It is envisaged that all Line Managers guided by the Human Resource Department will work together to ensure effective operationalization of the organization structure. Hence, this will improve the way human resources are developed and at the same time motivate and equipped with the right skills.

CHAPTER ONE: INTRODUCTION

1.0. Historical Background

The Kenya National Trading Corporation Ltd is a State Corporation incorporated in 1965 under the Company's Act, Cap 486 with specific mandate to promote and increase participation of Africans in the wholesale and retail trade.

Section 83 and 123 of the Session Paper No. 10 of 1965 on "African Socialism and its application to planning in Kenya" recognized the importance of setting up a National Trading Company to promote wholesale trading to ensure that the flow of goods is not stifled by private monopoly.

The Corporation undertakes trading and distribution services for essential commodities through utilization of its depot network across the country as well as partnerships with logistics providers, distributors and retailers. The Corporation has continued to buy from Kenyan manufacturers to support the Buy-Kenya Build-Kenya initiative and also drives mitigation measures for importation of bulk commodities when the country faces deficits of various consumer products in the market.

In addition, the Corporation has put in place measures for aggregation of locally manufactured products for export to foreign markets.

1.1 Enabling Legislation

The Kenya National Trading Corporation Ltd is a State Corporation incorporated in 1965 under the Company's Act, Cap 486 with specific mandate to promote and increase participation of Africans in the whole sale and retail trade.

Section 83 and 123 of the Session Paper No. 10 of 1965 on "African Socialism and its application to planning in Kenya" recognized the importance of setting up a National Trading Company to promote wholesale trading to ensure that the flow of goods is not stifled by private monopoly.

The Corporation is wholly owned by the Government of Kenya which holds 100% shareholding through the Kenya Development Corporation (formerly ICDC).

1.2 Functions

The functions of the Kenya National Trading Corporation as provided in Sessional Paper No. 10 of 1965 and the KNTC Articles of Association are as follows: -

- i. Africanize trading to enable local Kenyans venture into trade;
- ii. Ensure the vital avenue for flow of goods is not stifled by private monopoly;
- iii. Supply goods to consumer co-operatives and private stores operating at retail level;
- iv. Undertake distribution of essential commodities; and
- v. Stabilization of essential commodity prices.

Over the years, the Government has continued to expand the mandate of the Corporation through a Cabinet Memo dated November 2010, a Presidential directive dated January 2020 and a Cabinet Resolution dated November 2022.

The Government Cabinet Memo dated November 2010 enhanced the Mandate of KNTC as follows: -

- i. Promotion of wholesale/retail business and e-trade in line with Vision 2030, the medium-term plan and the parent ministry's strategic plan;
- ii. Improve and strengthen supply chain and distribution systems for both the formal and informal sector;
- iii. To become the Procurement Agent for strategic bulk commodities for the government and general public at reasonable commercial prices;
- iv. In Partnership with other key players, avail relevant products/input for the agricultural sector such as sugar, fertilizer and chemicals;
- v. Promote the development of Small and Medium Enterprises' markets, expansion and diversifications of trade in line with the Government Policy; and
- vi. To set up trading houses in niche export markets in the region and beyond.

Through a Presidential Directive dated 14th January 2020, KNTC was designated as an anchor agency to mop up excess Kenyan rice from Mwea and Kano plains for distribution to MDA's and the general public. The project runs as a revolving fund and is intended to enhance market access for Kenyan rice, food security and to ring-fence the domestic market against an influx of imported rice and promote "Buy Kenya - Build Kenya" strategy.

Through a Cabinet Resolution dated 10th November 2022, the Government approved a framework to position the Corporation as the anchor of state initiatives to create a price stabilizer for essential household commodities. Under this mandate, KNTC distributes a range of products including the Government-subsidized fertilizer to farmers across the country, foodstuffs and assorted fast moving consumer goods.

Further, under the mandate of setting up trading houses in niche export markets in the region and beyond, KNTC is earmarked to run aggregation and warehousing centers in 47 counties in the country to be used for uptake of locally produced goods for local distribution as well as find exports markets for assorted goods to boost Kenya's foreign income.

There are ongoing feasibility studies for setting up of foreign trading houses in the United Arab Emirates (UAE) and the Democratic Republic of Congo (DRC).

2.0 APPROVED GRADING STRUCTURE AND NOMENCLATURE

The approved harmonized grading structure ranges from KNTC 1 to KNTC 10, whereby KNTC 1 is the highest grade and KNTC 10 is the lowest grade.

2.1 Grading Levels/Banding

Table 1: Approved Grading Structure and Nomenclature

GRADE	DESIGNATION
1	Managing Director/CEO
2	General Manager
3	Manager
4	Principal Officer
5	Senior Officer
6	Officer
7	Senior Assistant Officer
8	Assistant Officer /Senior Driver
9	Driver/ Senior Office Assistant
10	Office Assistant

2.2 REQUIRED QUALIFICATIONS

Entry into the KNTC grading structure is determined by requisite basic academic and professional qualifications, and experience for appointment to the various grades/levels as indicated in table 2 below.

TABLE 2: GRADING STRUCTURE

FUNCTIONAL AREA	DESIGNATION	JOB GRADE KNTC	EQUIVALENT CIVIL SERVICE GRADE FOR PURPOSES OF ALLOWANCES ONLY	QUALIFICATIONS
EXECUTIVE	Managing Director/CEO	1	U	<ul style="list-style-type: none"> ● Bachelor’s Degree ● Master’s Degree ● Professional qualification and Membership where applicable ● Leadership course lasting not less than four (4) weeks. ● At least Fifteen (15) years’ work experience five (5) of which must be in senior management ● Proficiency in Computer Applications ● Fulfil the requirements of Chapter 6 of the Constitution
Department	General Manager	2	T	<ul style="list-style-type: none"> ● Bachelor’s Degree ● Master’s Degree ● Professional qualification and membership where applicable

				<ul style="list-style-type: none"> ● Leadership course lasting not less than four (4) weeks. ● At least Twelve (12) years' work experience five (5) of which must be in senior management ● Proficiency in Computer Applications ● Fulfil the requirements of Chapter 6 of the Constitution
DIVISION	Manager	3	S	<ul style="list-style-type: none"> ● Bachelor's degree ● Master's Degree ● Professional qualification and Membership where applicable ● Management course lasting not less four (4) weeks. ● At least ten (10) years' work experience four (4) of which must be at Management level ● Proficiency in Computer Applications ● Fulfil the requirements of Chapter 6 of the Constitution

SECTION	Principal Officer	4	P	<ul style="list-style-type: none"> ● Bachelor's Degree ● Master's Degree ● Professional qualification and Membership where applicable ● Management course lasting not less four (4) weeks. ● At least eight (8) years' work experience three (3) of which should be in a supervisory role ● Proficiency in Computer Applications ● Fulfil the requirements of Chapter 6 of the Constitution
UNIT	Senior Officer	5	N	<ul style="list-style-type: none"> ● Bachelor's Degree ● Professional qualification and Membership where applicable ● Supervisory course lasting not less two (2) weeks. ● At least four (4) years' work experience ● Proficiency in Computer Applications

				<ul style="list-style-type: none"> • Fulfil the requirements of Chapter 6 of the Constitution
UNIT	Officer	6	L	<ul style="list-style-type: none"> • Bachelor's Degree • Proficiency in Computer Applications • Fulfil the requirements of Chapter 6 of the Constitution
OPERATIONS	Senior Assistant Officer	7	K	<ul style="list-style-type: none"> • Diploma • Four (4) years relevant work experience • Proficiency in Computer Applications • Fulfil the requirements of Chapter 6 of the Constitution <p>OR</p> <ul style="list-style-type: none"> • Craft Certificate • Eight (8) years for Principal Driver • Proficiency in Computer Applications <p>Fulfil the requirements of Chapter 6 of the Constitution</p>
	Assistant Officer	8	H	<ul style="list-style-type: none"> • Diploma

	Senior Driver			<ul style="list-style-type: none"> ● Proficiency in Computer Applications ● Fulfil the requirements of Chapter 6 of the Constitution <p>OR</p> <ul style="list-style-type: none"> ● Craft Certificate ● Four (4) years for Senior Driver ● Proficiency in Computer Applications ● Fulfil the requirements of Chapter 6 of the Constitution Certificate
	Driver	9	G	<ul style="list-style-type: none"> ● KCSE D+ (Plus) equivalent ● Craft Certificate ● Proficiency in Computer Applications ● Fulfil the requirements of Chapter 6 of the Constitution Certificate <p>OR</p> <ul style="list-style-type: none"> ● Relevant Experience four (4) years ● KCSE D+ or equivalent ● A professional certificate

	Senior Office Assistant,			<ul style="list-style-type: none"> • Fulfil the requirements of Chapter 6 of the Constitution
	Office Assistant	10	F	<ul style="list-style-type: none"> • KCSE D+ or equivalent • Fulfil the requirements of Chapter 6 of the Constitution

3.0 ORGANIZATION STRUCTURE

The Management of KNTC is vested in the Board of Directors who provide policy and oversight while the day to day operations are delegated to Managing Director. KNTC is organized into the following seven (7) Departments and one (1) stand-alone Division reporting directly to Managing Director as follows:

3.1 DEPARTMENTS

- i. Company Secretary & Legal Services
- ii. Purchasing and Sales
- iii. Warehousing and Quality Management
- iv. Finance and Business Development
- v. Strategy, Risk management and Compliance
- vi. Corporate Services
- vii. Internal Audit and Risk Assurance.

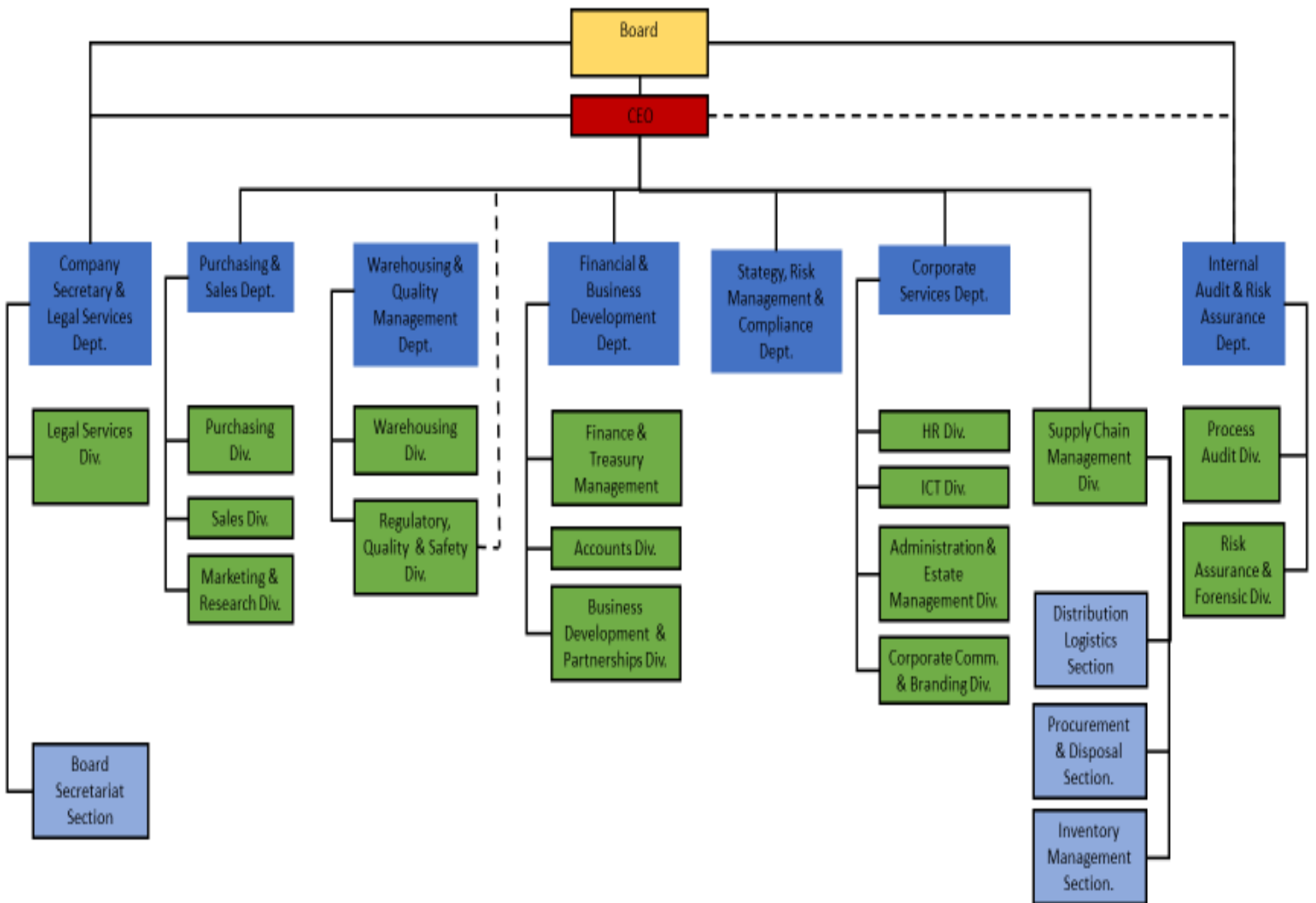
3.2 STAND-ALONE DIVISION

- i. Supply Chain & Logistics Management

Internal Audit will functionally report to the Board and administratively to the Managing Director/CEO.

3.3 KNTC Proposed Organizational Structure

Figure 1: Organizational Structure



4.0 FUNCTIONAL ANALYSIS AND STAFFING FOR KNTC

4.1 THE OFFICE OF MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER

a) Rationale

The function is responsible to the Board of Directors for the day to day administration, management of the Corporation's affairs, to provide strategic direction and implement the Board decisions. The office is established under the Companies Act Cap 486, the State Corporation's Act Cap 446, the KNTC Articles of Association (AOA) and Memorandum of Association (MOA), and the provisions of Mwongozo Code of Governance for State Corporations, 2015.

b) Functions

- i. Accounting Officer of the Corporation;
- ii. Chief Executive Officer
- iii. Member of the Board (without voting powers)
- iv. Provide strategic leadership in the development, implementation and monitoring of KNTC's Strategic plan;
- v. Coordinate effective collaboration and partnerships with organs of Government, Government Agencies, private sector, international organizations, non-governmental organizations and other stakeholders;
- vi. Interpret and execute/implement the decisions of the Board;
- vii. Ensure regular and accurate preparation and presentation of corporate reports to various stakeholders;
- viii. Provide organizational leadership and supervision of all departments to achieve the Corporation's mandate;
- ix. Provide coherent leadership of the Corporation, conveying and executing the vision, mission, and strategic intent of the Corporation;
- x. Ensure preparation and implementation of the Corporation's strategic and annual work plans;
- xi. Oversee the formulation and implementation of strategies, guidelines and standard operating procedures;
- xii. Oversee the development and implementation KNTC's budget;
- xiii. Ensure that the Corporation's resources are effectively managed;
- xiv. Provide leadership on effective risk management and control systems;
- xv. Oversee the implementation of the KNTC's policies;

- xvi. Provide advice to the Board on all matters related to commercial activities, the emerging trends and new market ventures;
- xvii. Oversee the implementation of the staff and the corporate performance contract
- xviii. Providing custodial services to the Board;
- xix. Ensure development of effective public relations strategies, brand visibility and corporate social responsibility programmes to effectively communicate to stakeholders and the general public; and
- xx. Participate as an ex-officio member of the KNTC Board.

c) Staffing

To effectively carry out the functions of the Office of the Managing Director, the following staffing levels are approved:

Table 3: Staff Establishment for the Office of the Managing Director

Designation	Job Grade KNTC	Approved Establishment
Managing Director (MD)	1	1
MD's Service Delivery Unit	*	*
Executive Assistant	3	1**
Principal Office Administrator	4	1
Office Administrator/Senior	6/5	1
Executive Driver	6	1
Office Assistant/Senior	10/9	1
Total		6

* - To be deployed from among serving staff

** - Staff personal to the Chief Executive Officer

4.2 COMPANY SECRETARY AND LEGAL SERVICES DEPARTMENT

a) Rationale

The Department ensures the Corporation operates within established legal framework and complies with statutory and other regulatory requirements. The Office of the Company Secretary is entrenched under the Companies Act CAP 486 Laws of Kenya, Section 243 (2) (a), the Corporation's Articles of Association, Mwongozo Code of Governance for State Corporations 2015.

b) The Functions of the Department will be as here under: -

4.2.1 Company Secretaries Functions

- i. Management of the Corporate Affairs function through development of effective public relations strategies, brand visibility and corporate social responsibility services pursuant to the provisions of Mwongozo Code of Governance for State Corporations 2015, Articles 1.20-1.22.
- ii. Provision of legal advisory services to the Corporation's Board and Management on legal and Corporate Governance issues which include ensuring effective and efficient management of contract administration, company insurance, management of Company assets and compliance with legal and regulatory legislation pursuant to Certified Public Secretaries Act and Mwongozo Code of Governance for State Corporations 2015.
- iii. Provision of guidance to the Board on their duties and responsibilities and on matters of Governance;
- iv. Coordination of the Board's input in national and Sectoral planning processes;
- v. Assist the Board in carrying out Board induction and training; update Board Committee Charters; preparation of Board Work-Plans; Board Evaluation; Governance Audit, and Implementation of the Code of Conduct and Ethics;
- vi. Preparation and circulation of Board and Committee Papers and Minutes;
- vii. Custody and accountability of the Corporation's seal, securities, agreements, minutes, titles and other legal instruments;
- viii. Maintain and update the Register of Conflict of Interest;
- ix. Ensure that Annual returns are promptly filed with relevant authorities; and
- x. Provide legal guidance on contractual and statutory obligations binding to the Organization and legal duties for the Corporation

4.2.2 Legal and Regulatory Services Functions

- i. Safeguard the interests of the Corporation and ensuring that they are adequately defended before the courts;
- ii. Prepare review and modify contractual instruments to assist and support various business activities
- iii. Review all contracts or other documentation where the corporation has committed itself and assess legal implications that need to be brought to the attention of Management.
- iv. Provide and interpret legal information conducting training and disseminate appropriate legal requirements to staff.
- v. Manage, review, and monitor progress of all outstanding litigation.
- vi. Issuing instructions, liaising with the Corporations appointed Advocates with a view to ensuring they act in the Corporation's interest while handling cases on its behalf.
- vii. Negotiate, review and draft documentation for business transactions and prepare and advise on necessary checklist to be adopted to ensure the information is submitted on time.
- viii. Ensure the Corporation complies with constitutional, regulatory and all relevant laws in force through the provision of legal advisory services and contractual risks are efficiently managed.
- ix. Carry out legal audit on operations of the Authority including due diligence in order to recommend improvement, feedback and compliance;
- x. Ensure relevant contracts with tenants are entered into by preparing and negotiating leases.
- xi. Ensure provision of optimum insurance cover for assets and human resource of the company
- xii. Provide advice to management on all legal, regulatory and contractual matters
- xiii. Implement policies and strategies to promote integrity and ethical practices in the Company's operations.

c)Staffing

In order to perform the above functions, the Department will be staffed as follows: -

Table 4: Staff Establishment for the Company Secretary and Legal Services Department

S/No	Designation	Job Grade KNTC	Proposed Establishment
1	Company Secretary & General Manager, Legal Services	2	1
2	Office Administrator	8/7	1
3	Legal Services Manager	3	1
4	Principal Legal Officer/	4	
5	Legal Officer/ Senior	6/5	4
6	Legal Assistant	8/7	1
TOTAL			8

4.3 PURCHASING AND SALES DEPARTMENT

a) Rationale

The Office exists for strategic management of Sales and purchasing functions in line with the corporate mandate and the KNTC Articles of Association (AOA), the provisions of the Sessional Paper No. 10 of 1965, Cabinet Memo (2010), Presidential Directive (2020) and Cabinet Resolution (2022).

b) Functions

The specific functions of the Department are: -

- i. The Purchasing division identifies and evaluates potential and reliable vendors.
- ii. Negotiating contracts with vendors including terms and conditions, price, delivery schedules and payment terms.
- iii. Places purchase requisition/order with the vendors, ensuring that the orders are in line with the Corporation's sales plans
- iv. Tracking and Monitoring the delivery schedules of the vendors and ensure that the goods and services are delivered on time and in the required quantities.
- v. Build and maintain relationships with the vendors to ensure consistent supply of high quality products.
- vi. Providing regular reports on Purchasing.
- vii. Developing sales plans and strategies that align with the Corporation's overall goals and objectives.

- viii. Acquiring new customers and retaining existing ones, Generating leads, and building relationships with customers to ensure repeat business.
 - i. Forecasting sales to help the Corporation plan purchasing and make strategic business decisions.
 - ii. Sales execution and revenue generation, making sales calls, conducting product demonstrations, negotiating prices with the prospects, closing deals and sales revenue.
 - iii. Providing regular reports on sales performance, including sales volume, revenue, and market share.

c) Staffing

In order to perform the above functions, the office of the General Manager, Purchasing and Sales will be staffed as follows: -

Table 5: Staff Establishment for Office of the General Manager, Purchasing and Sales

S/No.	Designation	Job Grade KNTC	Approved Establishment
1.	General Manager, Purchasing and Sales	2	1
2.	Assistant Administrator/Senior Office	8/7	1
TOTAL			2

The Department is organized into the following two (2) Divisions: -

- (i) Sales Division
- (ii) Purchasing Division

4.3.1 SALES DIVISION

a) Rationale

The Sales division exists for strategic management of Sales functions which requires planning and executing sales strategies, acquiring and retaining customers, forecasting sales, sales revenue and reporting on performance. The office exists in line with the KNTC Articles of Association (AOA), the provisions

of the Sessional Paper No. 10 of 1965, Cabinet Memo (2010), Presidential Directive (2020) and Cabinet Resolution (2022).

b) Functions

- i. Developing sales plans and strategies that align with the Corporation's overall goals and objectives.
- ii. Acquiring new customers and retaining existing ones, Generating leads, and building relationships with customers to ensure repeat business.
- iii. Forecasting sales to help the Corporation plan purchasing and make strategic business decisions.
- iv. Sales execution and revenue generation, making sales calls, conducting product demonstrations, negotiating prices with the prospects, closing deals and sales revenue.
- v. Providing regular reports on sales performance, including sales volume, revenue, and market share.

c) Staffing

To effectively carry out the functions of the Sales division the following staffing levels are approved.

Table 6: Approved Staff Establishment for Sales Division

S/No.	Designation	Job Grade KNTC	Approved Establishment	Remarks
1.	Manager, Sales	3	1	
2.	Principal Sales Officer	4	3	-1 for export sales -1 for domestic sales -1 for Key accounts and customer relationships
3.	Sales Officer/Senior	6/5	28	-5 for export -18 for domestic -5 for key accounts
TOTAL			32	

4.3.2 PURCHASING DIVISION.

a) Rationale

The Purchasing division exists to ensure availability of goods and services at the right time, quality and cost for onward selling. The office exists in line with the KNTC Articles of Association (AOA), the provisions of the Sessional Paper No. 10 of 1965, Cabinet Memo (2010), Presidential Directive (2020) and Cabinet Resolution (2022).

b) Functions

- i. The Purchasing division identifies and evaluates potential and reliable vendors.
- ii. Negotiating contracts with vendors including terms and conditions, price, delivery schedules and payment terms.
- iii. Places purchase requisition/order with the vendors, ensuring that the orders are in line with the Corporation's sales plans
- iv. Tracking and Monitoring the delivery schedules of the vendors and ensure that the goods and services are delivered on time and in the required quantities.
- v. Build and maintain relationships with the vendors to ensure consistent supply of high quality products.
- vi. Providing regular reports on Purchasing.

c) Staffing

To effectively carry out the functions of the Purchase division the following staffing levels are approved.

Table 7: Approved Staff Establishment for Purchase Division

S/ No.	Designation	Job Grade	Approved Establishment	Remarks
1	Manager, Purchasing	KNTC 3	1	
2	Principal Purchasing Officer	KNTC 4	3	-1 for farm inputs -1 for commodities -1 for General Plant, equipment and supplies

3	Senior Purchasing Officer	KNTC 5	3	-1 for farm inputs -1 for commodities -1 for General Plant, equipment and supplies
4	Purchasing Officer	KNTC 6	6	-2 for farm inputs -2 for commodities -2 for General Plant, equipment and supplies
TOTAL			13	

4.4 WAREHOUSING AND QUALITY MANAGEMENT DEPARTMENT

a) Rationale

The Department is established pursuant to The Companies Act (CAP. 486,) Memorandum and Articles of Association of Kenya National Trading Corporation Limited (KNTC), Article 16 of The Crops (Food Crops) Regulations, 2016, WRS Act, 2019; WRS Regulation, 2021; Kenya Bureau of Standards, and The Occupational Safety and Health Act, 2007. The Department is responsible for managing the storage and movement of goods as well as ensuring the quality of those goods meets the national and international standards.

b) Functions

- i. Warehouse operations, control storage, movement and receipt/Issue of inventory
- ii. Management of Inventory records
- iii. Quality control of inventory in the warehouse
- iv. Development of a framework for engagement with regulatory authorities for registration and licensing;
- v. Development, implementation, and review of policies, strategies, standards, procedures, and guidelines on product quality and ensure compliance;

- vi. Development, implementation, and review of validation and verification plans to ensure compliance;

c) Staffing

To effectively carry out the functions of the office of the General Manager, Warehousing and Quality Management will be staffed as following:-

Table 8: Staff Establishment for the office of the GM Warehousing and Quality Management

S/No.	Designation	Grade	Approved Establishment
1.	General Manager, Warehousing and Quality Management	KNTC 2	1
2.	Assistant Office Administrator/Senior	KNTC 8/7	1
TOTAL			2

The Department will be organized into the following two (2) Divisions: -

- (i) Warehousing Division
- (ii) Quality Management and Safety Division

4.4.1 WAREHOUSING DIVISION

a) Rationale

The Division is established pursuant to the Companies Act (CAP. 486,) Memorandum and Articles of Association of Kenya National Trading Corporation Limited (KNTC), The Division is responsible for management and coordination of Warehousing services.

b) Functions

The overall functions of this Division will entail:-

- i. Develop and implement warehouse layouts;
- ii. Carry out inspection of warehouses and stocks;

- iii. Responsible for the operation of County Aggregation centers
- iv. Maintain physical condition of the warehouse and equipment;
- v. Monitor and coordinate warehouse operations;
- vi. Receive and maintain stocks;
- vii. Safeguard warehouses and contents;
- viii. Responsible for warehouse database;

c) Staffing

To effectively carry out the functions of the Warehousing Division the following staffing levels are approved.

Table 9: Approved Staff Establishment for Warehousing Division

S/No.	Designation	Job Grade KNTC	Approved Establishment	Remarks
1.	Manager, Warehousing	3	1	
2.	Principal Warehousing Officer	4	1	
3.	Warehousing Officer/Senior	6/5	12	Existing warehouses
4.	Warehousing Officer/Senior	5	47	-1 for each county
5.	Warehousing Assistant/Senior	8/7	47	-1 for each county
TOTAL			108	

4.4.2 QUALITY MANAGEMENT DIVISION

a) Rationale

The Division is established pursuant to Article 16 of The Crops (Food Crops) Regulations, 2016, WRS Act, 2019; WRS Regulation, 2021; Kenya Bureau of

Standards, and The Occupational Safety and Health Act, 2007. It is responsible for ensuring that the quality of all the commodities, Corporation's warehouses are compliant with applicable regulatory requirements, both national and international, and also coordinating regulatory, safety, health, and environmental matters relating to the purchase and distribution of commodities.

b) Functions

The overall functions of this Division will entail:

- i. Ensure compliance with regulatory and statutory requirements of warehousing standards;
- ii. Ensure commodity testing, grading, certification, preservation services are carried out
- iii. Carry out inspection of warehouses and stocks;
- iv. Monitoring of new regulations relating to food commodities and warehousing
- v. Ensure compliance with legislation and guidelines food commodities and warehousing
- vi. Liaise with national and international regulatory authorities for import and export licenses, renewals, and any other regulatory requirements;
- vii. Ensure timely preparation and submission of compliance reports to relevant authorities;

c) Staffing

To effectively carry out the functions of the Quality Assurance Division the following staffing levels are approved.

Table 10: Approved Staff Establishment for Quality Management Division

S/No.	Designation	Grade	Approved Establishment
1.	Manager, Quality Management	KNTC 3	1
2.	Principal Quality Management Officer	KNTC 4	1
3.	Quality Management Officer/ Senior	KNTC 6/5	6
	TOTAL		8

4.5 FINANCE & BUSINESS DEVELOPMENT DEPARTMENT

a) Rationale

The Department exists to provide strategic leadership, management, and accountability in the functional area of finance and business development within the existing legal framework of Sec 72 (1) of the Public Financial Management Act of 2012.

b) Functions

- i) Developing financial forecasts and budgets, monitoring financial performance, and providing analysis to support decision-making;
- ii) Preparation of financial reports for management, investors, Government and regulatory agencies, ensuring compliance with accounting standards and legal requirements.
- iii) Assesses and manages financial risks associated with the Corporation's operations, including credit, market, and liquidity risks;
- iv) Identify and evaluate new business opportunities, conduct market research, and develop strategic partnerships to support the growth of the Corporation;
- v) Resource Mobilization and Investor Relations: The department is responsible for raising capital to fund the Corporation's operations and managing relationships with investors.
- vi) The department will lead or support the Corporation's efforts to acquire or merge with other companies, conducting due diligence, negotiating deal terms, and managing integration efforts;

c) Staffing

To effectively carry out the functions of the office of the General Manager, Finance & Business Development will be staffed as following:-

Table 11: Establishment Finance & Business Development Department

S/No.	Designation	Grade KNTC	Approved Establishment
1.	General Manager, Finance and Business Development	2	1
2.	Assistant Office Administrator/Senior	8/7	1
Total			2

The Department is organized into the following three (3) Divisions: -

- i) Finance & Treasury Management Division
- ii) Accounts Division; and
- iii) Business Development Division

4.5.1 FINANCE & TREASURY MANAGEMENT DIVISION

a) Rationale

The Division exists to provide strategic leadership, management, and accountability in the financial operations ensuring that the Corporation has the necessary financial resources to operate effectively and efficiently, and to manage resources in a way that maximizes returns and minimizes risk within the existing legal framework of Sec 72 (1) of the Public Financial Management Act of 2012.

b) Functions

The Division is responsible for the following functions:

- i. Ensure compliance with statutory and regulatory requirements including the Public Finance Management Act 2012 (PFMA), International Financial Reporting Standards (IFRS), Public Sector Accounting Standards (IPSAS), tax laws, and any other relevant legislation;
- ii. Implementing policies, plans, and strategies in the functional areas of Finance and Treasury Management;
- iii. Advising the General Manager Finance & Business development on all matters relating to Finance & Treasury management;
- iv. Monitor and forecast cash flows and overall management and control of allocated funds and internally generated income;
- v. Prepare budget estimates and undertake budgetary control;
- vi. Prepare and maintain the Corporation's books of accounts to facilitate the production of financial statements and report in line with the existing regulations and guidelines;
- vii. Ensure that adequate systems of internal control are in operation;
- viii. Ensure integrity of financial transactions and compliance with all relevant policies, guidelines, and procedures for all financial reporting; and
- ix. Coordinate formulation, review, and implementation of credit and collection policies and procedures;

x. Ensure collection and recovery of all money due to the Corporation.

c) Staffing

To effectively carry out the functions of the office of the Finance & Treasury Management Division will be staffed as following:-

Table 12: Establishment for Finance & Treasury Management Division

S/ No.	Designation	Grade KNTC	Proposed Establishment
1	General Manager, Finance and Business Development	2	1
2	Assistant Office Administrator/Senior	8/7	1
FINANCE & TREASURY DIVISION			
1	Manager, Finance and Treasury	3	1
Finance Section			
1	Principal Finance Officer	4	1
2	Finance Officer/ Senior	6/5	1
Treasury Management Section			
1	Principal Treasury Officer	4	1
2	Senior Officer Treasury	5	1
3	Treasury Officer	6	2
4	Treasury Assistant	8	8
Credit Management Section			
1	Principal Officer Credit	4	1
2	Senior Officer - Credit	5	
3	Officer Credit	6	1
	TOTAL		17

4.5.2 ACCOUNTS DIVISION

a) Rationale

The division is responsible for the formulation, implementation, and review of accounting and internal control systems to ensure prudent utilization of resources in the Corporation. It is also responsible for managing the corporation's compliance with accounting standards, tax laws and regulations.

b) Functions

The Accounts & Tax division will be responsible for the following functions:

- i) Recording all financial transactions, including purchases, sales, and payments, and maintaining accurate and up-to-date accounting records.
- ii) Preparing financial statements, including balance sheets, income statements, and cash flow statements, to provide an overview of the corporation's financial performance.
- iii) Develop tax planning strategies that minimize the Corporation's tax liability while remaining compliant with applicable laws and regulations.
- iv) Ensuring that the Corporation complies with all tax laws and regulations, including filing tax returns, paying taxes on time, and maintaining records to support tax filings.
- v) Tax Planning: Working with other departments to develop tax planning strategies that minimize the Corporation's tax liability while remaining compliant with applicable laws and regulations.
- vi) Preparing for financial audits and working with external auditors to provide them with the necessary information and documentation.
- vii) Analyzing financial data to identify trends and opportunities for improvement, as well as to provide insights into the organization's financial performance.

The Division is further divided into two (2) Sections;

- a) Accounts Section;
- b) Tax Section;

c) Staffing

Table 7: Establishment for Accounts Division

S/ No.	Designation	Grade KNTC	Proposed Establishment
1	Manager, Accounts & Tax	3	1
Accounts Section			
1	Principal Accounts Officer	4	1
2	Senior Accountant	5	2
3	Accountant	6	1
4	Accounts Assistant	8	1
Tax Section			
1	Principal Tax Accountant	4	1

2	Senior Accountant - Tax	5	
3	Accountant - Tax	6	1
	TOTAL		8

4.5.3 BUSINESS DEVELOPMENT AND PARTNERSHIPS DIVISION

a) Rationale

The Division is established pursuant to The Companies Act (CAP. 486,) Memorandum and Articles of Association of Kenya National Trading Corporation Limited (KNTC). The Division is responsible for leading initiatives towards business growth and expansion through supplier/prospect customer identification, pursuing strategic partnerships and innovations.

b) Functions

The function of this Division entails;

- i. Monitor market and analyzing competitor trends and prices;
- ii. Undertake market research for new products, potential suppliers and regional market trends;
- iii. Devise and implement business strategies for domestic and international trade;
- iv. Prospect and recommend business opportunities;
- v. Develop new products and markets, expand and diversify trade;
- vi. Establish partnerships and linkages to avail relevant products and services;
- vii. Negotiate partnerships and aligning it with the corporation's strategic plan;
- viii. Participate in National, Regional and International Trade Missions;
- ix. Develop promotion and incentives package;
- x. Facilitate access to trade finance;
- xi. Responsible for driving innovation to gain competitive advantage;

c) Staffing

To effectively carry out the functions of the Business Development and Partnerships Division will be staffed as follows:-

Table 13: Staff Establishment for Business Development and partnership division.

S/No.	Designation	Job Grade KNTC	Approved Establishment	Remarks
1.	Manager, Business Development	3	1	
2.	Principal Business Development Officer	4	2	1 for Export Services 1 for Domestic Services
3.	Senior Business Development Officer	5	4	1 for Export Services 3 for Domestic Services
4.	Business Development Officer	6	4	1 for Export Services 3 for Domestic Services
TOTAL			11	

4.6 STRATEGY, RISK AND COMPLIANCE DEPARTMENT

The department is headed by the General Manager Strategy, Risk and Compliance services at Job Grade KNTC 2 who will be reporting to the Managing Director.

a) Rationale

The Department is responsible for ensuring that KNTC adopts and implements effective strategies and risk mitigation mechanisms for achieving KNTC's mandate as guided by Section 68 of the PFM Act, 2012, Section 165 of the PFM Regulations, 2015, Mwongozo – The Code of Governance for State Corporations, Treasury Circular No. 3/2009, The COSO (Committee of Sponsoring Organizations of the Treadway Commission) Framework, ISO 31000:2018 Risk management – Guidelines and ISO 9001:2015 Quality Management System. It is also responsible for developing and implementing policies and strategies relating to Corporate Planning, Corporate Performance Management, Quality Management, Resource Centre, Knowledge Management,

Corporate Research & Innovation and Corporate Risk Management Coordination.

b) Functions

The functions of the Department will entail: -

- i. Coordinate the development, review and implementation of policies, procedures, strategies and programmes relating to Corporate Planning, Corporate Performance Management, Quality Management, Knowledge Management, Corporate Research & Innovation, and Resource Mobilization and Partnerships
- ii. Coordinate the development, implementation, monitoring and evaluation of KNTC's strategic plan and annual work plans
- iii. Coordinate the preparation, implementation and monitoring of KNTC's performance contract
- iv. Coordinate the implementation and maintenance of KNTC's Quality Management System in line with the relevant applicable Standard(s)
- v. Coordinate KNTC's risk management function
- vi. Develop inter-agency relationships to facilitate achievement of KNTC mandate
- vii. Collaborate with international, regional and national organizations on best practice for promotion and growth of the Corporation
- viii. Develop KNTC's research agenda in coordination with other departments and stakeholders.
- ix. Coordinate research and data analysis to inform business decisions.
- x. Coordinate the preparation of periodic Corporate performance reports
- xi. Coordinate the Corporation's business re-engineering processes
- xii. Coordinate quality and performance management systems e.g ISO, RRI and Kaizen;
- xiii. Develop and implement departmental annual work plan, procurement plan and budget.
- xiv. Establish and implement Monitoring and Evaluation framework for the Corporation's projects and activities
- xv. Develop, implement and review of the Corporation's service delivery charter;
- xvi. Carry out periodic risk assessment and measurement. Assess compliance with law, policies and procedures and contractual obligations.

c) Staffing

To effectively carry out the functions of Strategy, Risk Management and Compliance Department the following staffing levels are approved.

Table 19: Approved Staff Establishment for Strategy, Risk Management and Compliance Department

S/No	Designation	Job Grade KNTC	Approved Establishment
1.	General Manager, Strategy, Risk & Compliance	2	1
2.	Principal Planning Officer	4	3
3.	Planning Officer / Senior	6/5	3
4.	Office Administrator	8/7	1
	Total		8

4.7 CORPORATE SERVICES DEPARTMENT

a) Rationale

The Department of corporate services is established pursuant to the State Corporation Act Cap 446, Public Finance Management Act 2012, HRMP Act No.52 of 2012, and Section 3.6 of Mwongozo Code of Governance. The mandate of the Corporate Services Department is to provide leadership and coordination of Human Resource, Administration Services, Estate Management, Corporate Communication and Information & Communications Technology. It executes this mandate through the following four (4) Divisions: -

- i) Human Resources;
- ii) Administration & Estate Management;
- iii) Corporate Communications; and
- iv) Information, Communications and Technology

b) Functions

The functions entails to:-

- i. Establish and maintain sound human resource, administrative, Estate Management, ICT and Communication procedures in compliance with statutory regulations;
- ii. Initiate the formulation of administrative policies , systems and procedures for the organization;
- iii. Provide technical guidance and leadership on matters HR, Administration, Estate Management, ICT and Corporate Communications;
- iv. Coordinate recruitment, deployment, remuneration, staff performance, development and discipline of human resources;
- v. Coordinate implementation of ICT strategies.
- vi. Coordinate implementation of Corporate Communication and Branding strategies.
- vii. Liaise with development partners on all financial matters;
- viii. Formulate, interpret and implementation of human resource management policies, strategies, and programmes;
- ix. Develop and implement Corporation administrative policies and procedures for assets management;
- x. Provide efficient and effective support services in delivery of the Corporation's mandate.

c) Staffing

To effectively carry out the functions the office of the General Manager, Corporate Services, will be staffed as below:-

Table 14: Staff Establishment for office of the Corporate Services General Manager

S/No	Designation	Job Grade KNTC	Approved Establishment
1	General Manager, Corporate Services	2	1
2	Assistant Office Administrator/Senior	8/7	1
TOTAL			2

The Department will be organized into the following four (4) Divisions: -

- i) Human Resource

- ii) Administration and Estate Management
- iii) ICT
- iv) Corporate Communications and Branding

4.7.1 HUMAN RESOURCE DIVISION

a) Rationale

The department offers advisory services to management on HR matters and deals with all staff matters including recruitment & selection, placement, retention, training and development, discipline, administration of staff welfare and separation. The division also ensures compliance with the Kenya Labour Laws including the Employment Act 2007, Occupation Safety and Health Act 2007, Labour Relations Act 2007, Labour Institutions Act 2007 and Work Injury benefits Act 2007, the IHRM Act 2012 among other legislations and regulations.

b) Functions

The functions of this Division will entail;

- i. Facilitate the development of organization structures that provides a system of well coordinated functions and relationships for realization of Corporation objectives;
- ii. Development and implement HR strategies, policies and practices and coordinate human resource initiatives aimed at achieving KNTC strategic objectives;
- iii. Management of the terms and conditions of service including recruitment, promotions, personnel emoluments and review of the same;
- iv. Initiate the development and review of Human Resources policies and procedures.
- v. Coordinate staff training and development.
- vi. Co-ordinate employee satisfaction, work environment and salary surveys and ensure issues raised are resolved in a timely manner and within the Corporation's best interests.
- vii. Design human resource plans for career progression and succession management and maintaining optimal staffing levels;
- viii. Facilitate and coordinate implementation of the performance management system for high performance culture;

- ix. Oversee training needs assessment and organizing appropriate intervention programs for staff training and development; and

c)Staffing

To effectively carry out the functions of Human Resource Division, the following staffing levels are proposed.

Table 15: Proposed Staff Establishment for Human Resource Division

No	Designation	Job Grade KNTC	Proposed Establishment
1	Manager, Human Resource	3	1
2	Principal Officer, Human Resource	4	1
3	Human Resource Officer/Senior	6/5	2
TOTAL			4

4.7.2 ADMINISTRATION AND ESTATE MANAGEMENT DIVISION

a) Rationale

The division coordinates all administrative matters including maintenance of Corporation facilities, asset management, records management, security services and work environment. The division also oversees development and implementation of administrative policies and programmes and management of outsourced services including cleaning and security.

b)Functions

The functions of this Division will entail;

- i. Development and implementation of administrative policies and programmes
- ii. Interpretation of administrative policies and circulars
- iii. Coordinating and implementation of construction projects
- iv. Maintain buildings and equipment
- v. Manage Corporations resources and assets
- vi. Compile administrative reports
- vii. Oversee efficient management of Corporation properties
- viii. Oversee provision of office accommodation

- ix. Coordinate security, cleaning and staff pool transport
- x. Oversee maintenance and or refurbishment of assets
- xi. Prepare administrative budgets
- xii. Coordinate management of records and registries

c) Staffing

To effectively carry out the functions of Administration and Estate Management Division, the following staffing levels are approved.

Table 16: Proposed Staff Establishment for Administration and Estate Management Division

No	Designation	Job Grade KNTC	Approved Establishment
1	Manager, Administration and Estate Management	3	1
2	Principal Administration Officer	4	1
3	Senior Administration Officer	5	
4	Records Management Officer/ Senior	6/5	1
6	Estate Administrator/Senior	6/5	1
7	Security Officer/Senior	6/5	1
8	Records Management Assistant/Senior	8/7	2
9	Maintenance Artisan/Senior	8/7	1
10	Office Assistant /Senior	10/9	1
11	Drivers/Senior	9/8	6
TOTAL			15

4.7.3 CORPORATE COMMUNICATIONS AND BRANDING DIVISION

This Division is Headed by the Manager, Corporate Communications and Branding at Job Grade KNTC 3 reporting to General Manager, Corporate Services.

a) Rationale

The Division is responsible for the implementation of public relations and branding strategies in the Corporation to enhance Corporate Image and maintain effective communication channels between the Corporation, the internal and external stakeholders. The division will enhance compliance with

the Access to Information Act, the KNTC Service delivery charter and other regulations to enhance service delivery.

b) Functions

The key functions of this Division will entail;

- i. Develop and implement a comprehensive corporate communications and public relations strategy
- ii. Organize the Corporation's corporate events;
- iii. Coordinates development, production and distribution of visual, audio visual, web-based advertisements and other broadcast media materials.
- iv. Coordinates specific events planning and management by ensuring all Corporation's events are well organized, branded with photo and video coverage.
- v. Implementation of Public Relations Strategies, policies and work plans;
- vi. Prepare the Corporation's publicity promotional materials including brochures, media articles, photography, videos, emails and flyers;
- vii. Research, generate and disseminate information to staff to keep them abreast of emerging trends and current affairs relating to the Corporation;
- viii. Enhance good relations with internal and external stakeholders through planning and implementing corporate social responsibility events, handling correspondences professionally and participating in local and regional initiatives;
- ix. In liaison with ICT office, update information on the website and social media platforms;
- x. Prepare reports on matters pertaining to public relations;
- xi. Collate articles for media coverage.

c) Staffing

To effectively carry out the functions of Corporate Communications and Branding Division, the following staffing levels are proposed.

Table 17: Proposed Staff Establishment for Corporate Communications and Branding Division

S/No	Designation	Job Grade KNTC	Proposed Establishment
1	Manager, Corporate Communications and Branding	3	1

2.	Corporate Communications and Branding Officer/Senior	6/5	1
3	Corporate Communications Assistant/Senior	8/7	2
TOTAL			4

4.7.4 INFORMATION COMMUNICATION AND TECHNOLOGY (ICT) DIVISION

This Division is Headed by the Manager, ICT at Job Grade KNTC 3 reporting to General Manager, Corporate Services.

a) Rationale

The Division is responsible for the implementation of ICT strategies in the Corporation.

b) Functions

The key functions of this Division will entail;

- i. Develop a comprehensive ICT strategy to support defined organizational aims and objectives for the Corporation's ICT model
- ii. Deliver an effective, resilient and responsive ICT support service to a wide range of Corporation's staff and Service users.
- iii. Direct, support and develop all staff and provide advice the management on general ICT training and development requirements for the wider Corporation.
- iv. Procure a wide range of ICT goods and services and manage suppliers to ensure the highest levels of quality and customer service.
- v. Liaise with external bodies and agencies and advise the management of local, regional and national developments in the field of ICT.
- vi. Ensure that effective ICT related research and development is undertaken in order that KNTC is well placed to take advantage of evolving technology.
- vii. Overseeing the implementation of effective mechanisms for ensuring input from staff into the ICT strategic planning process and ensuring that ICT projects are developed according to the needs of the users.
- viii. Producing an annually updated strategy implementation plan for ICT, comprising an agreed set of priorities; a corresponding budget for ICT expenditure; programme of projects; and a rolling evaluation of services.

- ix. Offer a single point of contact between the Corporation's system auditors and ICT; managing risk and ensuring business continuity for enterprise-wide and shared ICT services; and assisting in the creation of a framework for managing risk and business continuity for local ICT services.
- x. Developing an agile and standards-based ICT culture receptive to change and innovation.
- xi. Coordinating the development and maintenance of a Corporation's Information Strategy.
- xii. Establishing and maintaining links with other statutory bodies and relevant external bodies to represent the Corporation.
- xiii. Develop, implement and maintain platform for E-commerce to facilitate online trading while interfacing with the enterprise-wide systems including supply chain.

c) Staffing

To effectively carry out the functions of ICT Division the following staffing levels are approved.

Table 18: Proposed Staff Establishment for ICT Division

S/No	Designation	Job Grade KNTC	Proposed Establishment
1	Manager, Information Communication & Technology	3	1
2	Principal Information Communication & Technology Officer	4	3
3.	Information Communication & Technology Officer/Senior	6/5	4
TOTAL			8

4.8 SUPPLY CHAIN MANAGEMENT DIVISION

a) Rationale

This is created pursuant to section 227 of Constitution of Kenya, 2010 and the provisions of the Public Procurement and Asset Disposal Act 2015 and is responsible for procurement of goods, works and services, inventory management and Disposal of assets.

b) Functions

Supply Chain Management Division functions entails to:-

- i. Consolidate KNTC Annual Procurement Plan in liaison with the user departments and the Accounting Officer
- ii. Maintain and continuously update lists of registered suppliers, contractors and consultants in various specific categories of goods, works or services according to the procurement needs of KNTC.
- iii. Prepare bid documents for all planned procurements that have been authorized.
- iv. Prepare invitation to bid notices and/or shall invite bidders to bid for planned procurements that have been approved for processing.
- v. Coordinate opening of bids.
- vi. Coordinate evaluation of bids.
- vii. Prepare professional opinion on bids after evaluation to enable award of the same by the Accounting Officer.
- viii. Coordinate inspection and acceptance of delivered items.
- ix. Certify invoices and Inspection and Acceptance Certificates after delivery of items to enable payments.
- x. Prepare monthly progress reports on all contracts of the KNTC and submit to the Accounting for necessary action.
- xi. Issue a certificate to contractors/suppliers confirming that their contracts have been closed after having been fully performed as entered.
- xii. Manage inventory system for all the items procured by the KNTC.
- xiii. Provide Secretarial role to the disposal committee and shall therefore coordinate disposal of obsolete, obsolescent, unserviceable or surplus items within the KNTC.
- xiv. Conduct stock taking in all KNTC Stores every quarter of the financial year.
- xv. Prepare and submit reports to PPRA and The National Treasury as required.
- xvi. Advice on all matters of procurement, disposal and inventory management as shall be required within the KNTC.
- xvii. Conduct market survey and research to facilitate adequate decision making on procurements and disposals.
- xviii. Participate in contract implementation of all awarded contracts.
- xix. Develop and implement logistics strategies, plans and procedures;

- xx. Plan, facilitate and coordinate transportation of goods for trade;
- xxi. Coordinate provision of Logistics services including freight, clearing and forwarding;
- xxii. Coordinate and ensure vehicles are fueled and properly maintained;
- xxiii. Plan delivery trips and process associated imprest for drivers and other expenses;
- xxiv. Coordinate import and export services;
- xxv. Coordinate office administration transport.
- xxvi. organizing shipments.
- xxvii. coordinating drivers, vehicles, loads and journeys.
- xxviii. operating IT systems to manage timings, costs and stock levels.
- xxix. analyzing data to assess performance, discover logistical problems and devise plans for improvements.
- xxx. negotiating and agreeing contracts

c) Staffing

Table 20: Proposed Staff Establishment for Supply Chain Management Division.

S/No	Designation	Job Grade KNTC	Proposed Establishment
1	Manager, Supply Chain Management	3	1
2.	Principal Supply Chain Management Officer	4	3
3	Supply Chain Management Officer / Senior	6/5	4
4	Supply Chain Management Assistant	8/7	4
5	Heavy Commercial Driver/ Principal Driver	7	8
TOTAL			20

4.9 INTERNAL AUDIT AND RISK ASSURANCE DEPARTMENT

a) Rationale

The Department is established pursuant to Section 73 (1) of the Public Financial Management Act 2012, Section 226, (1) Kenyan Constitution, Mwongozo Code of Governance 2015, Sec 162 PFM Regulations, and Section 33 Public Audit Act and is responsible for conduction of internal audits according to set guidelines and international best practices by providing independent, objective assurance and consulting services designed to add value and improve operations of the Corporation.

The International Professional Practice Framework (IPPF 2017) Standard 2120 on Risk Management expects the internal audit activity to evaluate the effectiveness and contribute to the improvement of risk management processes.

b) Functions

The Department is responsible for the following functions:

- i) Provide independent, objective assurance and consulting activity designed to add value and improve the operations of the Corporation;
- ii) Provide a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes;
- iii) Conduct Internal Audit reviews and assess the adequacy and effectiveness of internal controls;
- iv) Serve as the eye and ears of the board audit committee, being an essential component in the system of checks and balances;
- v) Provide assurance on compliance to regulatory requirements, policies, and procedures;
- vi) Review the governance mechanisms of the Corporation for transparency and accountability concerning the operations, finances, and assets;
- vii) Evaluate the effectiveness and contribute to the improvement of Risk Management processes in line with International Standards for the Professional Practice of Internal Auditing (IPPF standard 2120);
- viii) Develop annual audit plans on basis of risk assessment and as set out in the Corporation strategic plan;

- ix) Implement the annual audit plan, as approved, including any special tasks and projects as requested by management and the Audit and Risk Board Committee and issue reports;
- x) Investigate significant suspected/reported fraudulent activities within the Corporation and notify Audit and Risk Board Committee and Management of the results;
- xi) Follow-up implementation and closure of Board Audit Committee's recommendations from Management;
- xii) Provide secretariat services to the Audit and Risk Board Committee;
- xiii) Coordinate with external auditors/agencies/assurance providers in enhancing the quality of the engagements on the Corporation's operations;
- xiv) Prepare annual budgets, monthly, quarterly, and annual progress reports showing achievements of the department against planned targets, providing justification for performance variances and defining areas for improvement;
- xv) Provide career development, coaching, training, and skill-building for staff in the department to meet both Corporation's and personal development goals;
- xvi) Set and evaluate performance targets for staff in the department; and
- xvii) Build and maintain relationships with key stakeholders through regular engagements by providing feedback on audit areas and /or market trends.

The Internal Audit and Risk Assurance Department is organized into the following two (2) Sections:

- i) Process and System Audit; and
- ii) Risk and Forensic Audit.

4.9.1 Process and System Audit Section

a) Rationale

The Section is responsible for planning, executing, and reporting on operational, financial, regulatory, compliance-related process and system audits; and providing recommendations for action.

Functions

The Section is responsible for the following functions:

- i) Ensure Internal Auditors maintain engagement documentation for recording engagement objectives, activities, work done and conclusions reached in line with policy/regulatory requirements;
- ii) Evaluate financial and information systems, management procedures, and related controls and report to Management and the Board;
- iii) Provide technical guidance and assistance to management and staff to ensure compliance with operational procedures/policies to improve the system of control in place;
- iv) Develop and administer risk-focused systems audits and review system security risks and establish gaps;
- v) Report the results of Audit findings to line Management and General Manager Internal Audit;
- vi) Ensure follow up of outstanding Audit recommendations from Internal Audit reports and other audits carried out by other external bodies; and
- vii) Evaluate the efficiency, effectiveness, and compliance of operational processes with institutional policies and related regulations.

4.9.2 Risk and Forensic Audit Section

a) Rationale

The division is responsible for undertaking risk assurance activities and Forensic audits in the Corporation and providing related recommendations for necessary action.

b) Functions

The division is responsible for the following functions:

- i) Provide assurance on risk Management; that the processes, tools, and reporting, deployed by the risk team at functional areas are adequate and effective;
- ii) Evaluate the effectiveness of mitigating measures or actions or programs of work undertaken by functional units to remediate identified gaps;
- iii) Continuously create awareness to functional units on the need to align the processes and tools to regulatory requirements, corporate strategy, and best practices;

- iv) Guide on the conduct of investigations and/or special audits on reported and suspected cases;
- v) Ensure completeness of the reports that can be used for enforcement;
- vi) Analyze investigation reports by reviewing methodology used, the accuracy of findings, completeness, and consistency of recommendations, and taking relevant corrective action;
- vii) Ensure that analysed reports on risk assurance are adequate;
- viii) Collaborate with departments to improve compliance, risk management and bolster effectiveness; and
- ix) Create awareness of the impact of fraud and regulatory risks by sharing information within the Corporation.

c) Staff Establishment

To perform the above functions, the Internal Audit and Risk Assurance Department is staffed as follows:

Table 21: Staff Establishment for the Internal Audit and Risk Assurance Department

S/No	Designation	Job Grade KNTC	Approved Establishment
1.	General Manager, Internal Audit and Risk Assurance	2	1
2.	Principal Internal Auditor	4	2
3.	Internal Auditor/Senior	6/5	3
4.	Office Administrator/Senior	8/7	1
	Total		7

5.0 SUMMARY OF THE KNTC APPROVED STAFF ESTABLISHMENT

Office of the Managing Director/CEO

S/No.	Designation	Job Grade KNTC	Approved Establishment
1.	Managing Director/CEO	1	1
2.	MD's Service Delivery Unit	*	*
3.	Executive Assistant	3	1**
4.	Principal Office Administrator	4	1
5.	Office Administrator/Senior	6/5	1
6.	Executive Driver	6	1
7.	Office Assistant/Senior	10/9	1
Total			6

Company Secretary and Legal Services Department

S/No	Designation	Job Grade KNTC	Proposed Establishment
1	Company Secretary & General Manager, Legal Services	2	1
2	Office Administrator	8/7	1
3	Legal Services Manager	3	1
4	Principal Legal Officer/	4	1
5	Legal Officer/ Senior	6/5	4
6	Legal Assistant	8/7	1
TOTAL			8

Office of the General Manager, Purchasing and Sales

S/No.	Designation	Job Grade KNTC	Approved Establishment
1.	General Manager, Purchasing and Sales	2	1
2.	Assistant Office Administrator/Senior	8/7	1
TOTAL			2

Sales Division

S/No.	Designation	Job Grade KNTC	Approved Establishment
1.	Manager, Sales	3	1
2.	Principal Sales Officer	4	3
3.	Sales Officer/Senior	6/5	28
TOTAL			32

Purchasing Division

S/No.	Designation	Job Grade KNTC	Approved Establishment
1.	Manager, Purchasing	3	1
2.	Principal Purchasing Officer	4	3
3.	Senior Purchasing Officer	5	3
4.	Purchasing Officer	6/5	6
TOTAL			13

Warehousing and Quality Management Department

S/No.	Designation	Job Grade KNTC	Approved Establishment
1.	General Manager, Warehousing and Quality Management	KNTC 2	1
2.	Assistant Office Administrator/Senior	KNTC 8/7	1
TOTAL			2

Warehousing Division

S/No.	Designation	Job Grade KNTC	Approved Establishment
1.	Manager, Warehousing	3	
2.	Principal Warehousing Officer	4	2
3.	Warehousing Officer/Senior	6/5	12
4.	Warehousing Officer/Senior	6/5	47
5.	Warehousing Assistant/Senior	8/7	47

TOTAL	108
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Quality Management Division

S/No.	Designation	Job Grade KNTC	Approved Establishment
1.	Manager, Quality Management	3	1
2.	Principal Quality Management Officer	4	1
3.	Quality Management Officer/ Senior	6/5	6
TOTAL			8

Finance and Business Development Department

S/No.	Designation	Job Grade KNTC	Approved Establishment
1.	General Manager, Finance and Business Development	2	1
2.	Assistant Office Administrator/Senior	8/7	1

Finance & Treasury Division

1.	Manager, Finance	3	1
2.	Principal Finance Officer	4	2
3.	Finance Officer/Senior	6/5	2

Accounts Division

1.	Manager, Accounts	3	1
2.	Principal Accountant	4	2
3.	Accountant/ Senior	6/5	5
4.	Accounts Assistants	8/7	12

Business Development Division

1.	Manager, Business Development	3	1
2.	Principal Business Development Officer	4	2
3.	Senior Business Development Officer	5	4
4.	Business Development Officer	6	4

	TOTAL	38
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Strategy, Risk Management and Compliance Department

S/No.	Designation	Job Grade KNTC	Approved Establishment
1.	General Manager, Strategy, Risk & Compliance	2	1
2.	Principal Planning Officer	4	3
3.	Planning Officer / Senior	6/5	3
4.	Office Administrator	8/7	1
	Total		8

Office of the GM, Corporate Services Department

S/No	Designation	Job Grade KNTC	Approved Establishment
1	General Manager, Corporate Services	2	1
2	Assistant Office Administrator/Senior	8/7	1
	TOTAL		2

Human Resource Division

No	Designation	Job Grade KNTC	Approved Establishment
1	Manager, Human Resource	3	1
2	Principal Officer, Human Resource	4	1
3	Human Resource Officer/Senior	6/5	2
	TOTAL		4

Administration and Estate Management Division

No	Designation	Job Grade KNTC	Approved Establishment
1.	Manager, Administration and Estate Management	3	1
2.	Principal Administration Officer	4	1
3.	Senior Administration Officer	5	
4.	Records Management Officer/ Senior	6/5	1
5.	Estate Administrator/Senior	6/5	1
6.	Security Officer/Senior	6/5	1

7.	Records Management Assistant/Senior	8/7	2
8.	Maintenance Artisan/Senior	8/7	1
9.	Office Assistant /Senior	10/9	1
10.	Drivers/Senior	9/8	6
TOTAL			15

Corporate Communications and Branding Division

S/No	Designation	Job Grade KNTC	Approved Establishment
1.	Manager, Corporate Communications and Branding	3	1
2.	Corporate Communications and Branding Officer/Senior	6/5	1
3.	Corporate Communications Assistant/Senior	8/7	2
TOTAL			4

ICT Division

S/No	Designation	Job Grade KNTC	Approved Establishment
1	Manager, Information Communication & Technology	3	1
2	Principal Information Communication & Technology Officer	4	3
3.	Information Communication & Technology Officer/Senior	6/5	4
TOTAL			8

Supply Chain Management Division.

S/No	Designation	Job Grade KNTC	Approved Establishment
1.	Manager, Supply Chain Management	3	1
2.	Principal Supply Chain Management Officer	4	3
3.	Supply Chain Management Officer / Senior	6/5	4

4.	Supply Chain Management Assistant	8/7	4
5.	Heavy Commercial Driver/ Principal Driver	7	8
TOTAL			20

Internal Audit and Risk Assurance Department

S/No	Designation	Job Grade KNTC	Approved Establishment
5.	General Manager, Internal Audit and Risk Assurance	2	1
6.	Principal Internal Auditor	4	2
7.	Internal Auditor/Senior	6/5	3
8.	Office Administrator/Senior	8/7	1
	Total		7
Total Staff Establishment			285
CORE BUSINESS STAFF			217 (76%)
ADMINISTRATION STAFF			68 (24%)
TOTAL			100%

**KNTC APPROVED STAFF ESTABLISHMENT, STAFF IN POST &
VACANCIES
AS AT FEBRUARY 2023**

Office of the Managing Director					
Designation	Job Grade	Approved Establishm ent	In-post	Varia nce	Remarks
Managing Director (MD)	KNTC 1	1	1	0	
Senior Public Relations Officer	KNTC 5	1	0	1	1 Vacancy
Senior Office Administrator	KNTC 5	1	1	0	
Public Relations Officer	KNTC 6	1	0	1	1 Vacancy
Executive Driver	KNTC 7	1	1	0	
Sub Total		5	3	2	
Company Secretary and Legal Services					
Company Secretary and Manager, Legal Services	KNTC 2	1	1	0	
Principal Legal Officer	KNTC 4	1	0	1	1 Vacancy
Senior Legal Officer	KNTC 5	1	1	0	
Legal Officer	KNTC 6	1	0	1	
Sub Total		4	3	1	
Strategy, Risk Management and Compliance Division					
Manager, Strategy, Risk Management and Compliance	KNTC 3	1	1	0	
Principal Officer, Strategy Risk Management & Compliance	KNTC 4	1	1	1	
Senior Strategy Risk Management & Compliance Officer	KNTC 5				
Strategy Risk Management & Compliance Officer	KNTC 6	1	0	1	1 Vacancy
Sub Total		3	2	1	
Commercial Services Department					
General Manager, Commercial services	KNTC 2	1	0	1	1 Vacancy
Office Administrator/Senior	KNTC 6/5	1	0	1	1 Vacancy
Sub Total		2	0	2	
Sales Division					
Manager, Sales	KNTC 3	1	1	0	(On Secondment)
Principal Sales Officers	KNTC 4	3	1	2	2 Vacancies
Senior Sales Officers	KNTC 5	3	3	0	
Sales Officers	KNTC 6	12	11	1	1 Vacancy
Sub Total		20	16	4	

Warehousing and Collateral Division					
Manager, Warehousing and Collateral Services	KNTC 3	1	0	1	1 Vacancy
Principal Warehousing and Collateral Services Officer	KNTC 4	1	0	1	1 Vacancy
Warehousing and Collateral Services Officers / Supply Chain Management Officers	KNTC 6	6	3	3	
Supply Chain Management Assistants/ Warehousing and Collateral Services Asistants	KNTC 7	5	7	0	
Accounts Assistants/Cashiers	KNTC 7	11	4	7	7 Vacancies
Sub Total		24	14	10	
Business Development Division					
Manager, Business Development	KNTC 3	1	0	1	1 Vacancy
Principal Business Development Officer	KNTC 4	1	1	0	
Senior Business Development Officer	KNTC 5	1	1	0	
Senior E Trade Officer	KNTC 5	1	0	1	1 Vacancy
Business Development Officer	KNTC 6	2	2	0	
E-Trade Officer	KNTC 6	2	0	2	2 Vacancies
Sub Total		8	4	4	
Corporate Services Department					
General Manager, Corporate Services	KNTC 2	1	0	1	
Office Administrator	KNTC 6	1	1	0	
Sub Total		2	2	0	
ICT Division					
Designation	Job Grade	Approved Establishm ent	In-post	Vacancy	
Manager, ICT	KNTC 3	1	1	0	
Principal Officer, ICT	KNTC 4	1	0	1	1 Vacancy
ICT Officer /Senior	KNTC 6/5	3	2	1	1 Vacancy
Sub Total		5	3	2	
Finance and Accounts Division					
Manager, Finance and Accounts	KNTC 3	1	1	0	
Principal Finance Officer	KNTC 4	1	1	0	
Principal Credit Officer	KNTC 4	1	0	1	1 Vacancy
Principal Accounts Officer	KNTC 4	1	1	0	

Senior Accountant	KNTC 5	3	2	1	1 Vacancy
Accountant	KNTC 6	3	3	0	
Accounts Assistant	KNTC 7	1	1	0	
Accounts Clerk	KNTC 7	1	0	1	1 Vacancy
Sub Total		12	8	5	
Human Resource and Administration Division					
Manager, Human Resource and Administration	KNTC 3	1	1	0	(On deployment)
Principal Officer, Administration	KNTC 4	1	0	1	1 Vacancy
Principal Officer, Human Resource	KNTC 4	1	1	0	
Senior Officer, Human Resource	KNTC 5	1	1	0	
Senior Officer, Administration	KNTC 5	1	1	0	
Records Management Officer/ Senior	KNTC 6/5	1	1	0	
Estate Administrator / Senior	KNTC 6/5	1	0	1	1 Vacancy
Security Officer/senior	KNTC 6/5	1	0	1	1 Vacancy
Office Administrator	KNTC 7/6	1	1	0	
Customer Care Assistant / Senior	KNTC 7/6	2	1	1	1 Vacancy
Records Management Assistant	KNTC 7/6	1	0	1	1 Vacancy
Maintenance Artisan/senior	KNTC 8/7	2	1	1	1 Vacancy
Office Assistant / senior	KNTC 8	2	2	0	
Sub Total		16	10	6	
Supply Chain Management and Logistics Division					
Manager, Supply Chain Management and Logistics	KNTC 3	1	1	0	
Principal Officer, Supply Chain Management and Logistics	KNTC 4	2	1	0	(On Secondment)
Senior Officer, Supply Chain Management and Logistics	KNTC 5	1	1	0	
Supply Chain Management officer	KNTC 6	2	2	0	
Logistics Officer/Senior	KNTC 6/5	1	2	0	
Supply Chain Management Assistant	KNTC 7	1	3	0	
Heavy Commercial Driver/Principal Driver	KNTC 7	7	5	0	
Driver	KNTC 8	3	3	0	
Sub total		18	18	0	

Internal Audit Division				
Manager, Internal Audit	KNTC 3	1	1	0
Principal, Internal Auditor	KNTC 4	2	1	0
Internal Auditor/ senior	KNTC 6/5	2	3	0
Sub Total		5	5	0
Grand Total		124	85	39

