



**HIGH COMMISSION OF THE REPUBLIC OF KENYA
KUALA LUMPUR**

No: **VACANCY ANNOUNCEMENT**

Job Title: Trade Assistant

Location: Kenya High Commission, Kuala Lumpur, Malaysia

Job Summary: The Kenya High Commission in Kuala Lumpur seeks to recruit a motivated and experienced individual to join their team as a Trade Assistant. The successful candidate will be expected to support trade promotion and economic diplomacy initiatives, contribute to increasing the volume of trade, and ultimately help to strengthen the trade relationship between Kenya and Malaysia and country of accreditation (Brunei Darussalam).

Key Responsibilities:

- i. Assist in the planning and execution of trade promotion activities.
- ii. Handling trade related enquiries
- iii. Conduct market research and analysis to identify trade opportunities for Kenyan businesses in Malaysia and the country of accreditation (Brunei Darussalam).
- iv. Support Kenyan exporters and Malaysian importers with relevant trade information.
- v. Liaise with government agencies, trade associations, and business communities in Kenya and Malaysia.
- vi. Prepare trade reports, briefs, and presentations as appropriate.
- vii. Maintain and update trade-related databases and contact lists.
- viii. Perform protocol duties as well as coordinate logistics for trade missions, exhibitions, and events.
- ix. Provide administrative support to the Trade and Investment Section.
- x. Perform any other task as may be assigned by the supervisor or the Head of Mission



Qualifications:

- i. A Bachelor's degree in Business, Economics, entrepreneurship, or a related field.
- ii. At least 2-3 years of experience in trade promotion, international business, or a related area.
- iii. Strong knowledge of trade policies, market trends, and economic development.
- iv. Excellent research, analytical, and report-writing skills.
- v. Proficiency in computer programs (Word, Excel, PowerPoint).
- vi. Strong communication and interpersonal skills.
- vii. Ability to work independently and as part of a team.
- viii. Experience in organizing events and coordinating logistics.
- ix. Fluency in English and Malay is required.

Application Process: Interested candidates should submit their CV, a cover letter outlining their qualifications and experience, and contact information for at least two professional references to the following email address: khckl@kenyahighcom.org.my

Application Deadline: 31st March, 2025

