

PRINCIPAL SECRETARY
STATE DEPARTMENT FOR ECONOMIC PLANNING

09 FEB 2026 644

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P. O. Box 30005 - 00100, NAIROBI



THE NATIONAL TREASURY AND ECONOMIC PLANNING
STATE DEPARTMENT FOR ECONOMIC PLANNING
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94 09 FEB 2026

MAIN RECORDS OFFICE
P. O. Box 30005 - 00100, NAIROBI

REPUBLIC OF KENYA
MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY
STATE DEPARTMENT FOR TRADE

Fax No: +254-020-310983/315006
Telephone No.+254-(0)20-315001/2-4
Email: ps@trade.go.ke
www.trade.go.ke

When replying please quote

MITI/STD/PER/2026/VOL.1/ (05)

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10 FEB 2026

290 DIRECTOR
HRM & D

9th February, 2026

TELPOSTATOWERS
KENYATTA AVENUE
P O BOX 30430 - 00100
NAIROBI

Chief of Staff and Head of Public Service
All Principal Secretaries
The Solicitor General, State Law Office and Department of Justice
The Principal Administrative Secretary Office of Deputy President
The Controller of State House
The Inspector General
The Director General NIS
The Clerk National Assembly
The Clerk the Senate
The Chief Registrar Judiciary
The Auditor General
The Controller of Budget
The Chief Executive-Council of Governors
The National Council for Persons with Disability

HR
Bring this to the
attention of all
staff.

10/02/2026

PS

II Sec
Please circulate
to all staff
Date 10/02/2026

ADVERTISEMENT FOR VACANT POSITIONS IN THE MINISTRY OF
INVESTMENTS, TRADE AND INDUSTRY, STATE DEPARTMENT FOR TRADE

Applications are invited from suitably qualified applicants for the following posts:

| S/No | Advert No | Designation | Grade | No. of Posts |
|------|-----------|--|---------|-----------------|
| 1 | 1/2026 | Principal Weights and Measures officer | CSG 8/N | Five(5) posts |
| 2 | 2/2026 | Principal Development officer (External trade) | CSG 8/N | Five(5) posts |
| 3 | 3/2026 | Principal development officer (Domestic trade) | CSG 8/N | Eleven(11)posts |
| 4 | 4/2026 | Senior Weights and measures officer | CSG 9/L | Twelve(12)posts |

| | | | | |
|---|--------|--|---------|-----------------------|
| 5 | 5/2026 | Senior Trade development officer (domestic trade) | CSG 9/L | Twenty-four(24) posts |
| 6 | 6/2026 | Senior Trade Development Officer (External Trade) | CSG 9/L | Fifty-two (52) posts |

Interested and qualified persons are requested to make their applications by completing PSC 2 (Revised 2016) application form. The form can be downloaded from the public service commission's website www.publicservice.go.ke

Duly completed application form should be sent to: -

The Principal Secretary
 Ministry of Investments, Trade and Industry
 State Department for Trade
 P. O. Box 30430-00100
NAIROBI.

OR

Hand delivery to **Teleposta Towers 14th Floor, Human Resource Registry** on or before 2nd March 2026. Or email to ps.trade@trade.go.ke

NOTE:

Female candidates and Persons Living with Disability (PWD's) are encouraged to apply

ADVERT NO. 1/2026 – FIVE (5) POSTS

| | |
|--------------------|---|
| Post | - Principal Weights and Measures officer CSG 8 |
| Terms of Service | - Permanent and Pensionable |
| Salary Scale | - Minimum Ksh 59,010 – Maximum Ksh 103,440 p.m. |
| House Allowance | - Ksh 28,000 Per Month |
| Commuter Allowance | - Ksh 8,000 Per Month |
| Leave Allowance | - Ksh 10,000 (paid once a year) |

(a) DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail: -

Supervising, testing and stamping of mechanical and electronic weighing and measuring equipment; compiling and analyzing data collected on verified equipment at traders' premises, stamping stations and verification office; testing of mechanical crane weighers, axle weighers weighbridges, personal weighers, bulk meters, non-automatic machines, beer measuring instruments and egg grading machines; oversee setting up testing equipment during inspection and recording test results during inspections and investigations; sampling pre-packaged goods for quantitative analysis. The officer will also be required to attend and give evidence in court during prosecution of cases on offences arising

from infringement of the Weights & Measures Act (Cap. 513), the Trade Descriptions Act (Cap. 505) and regulations made there under; calibrating working standards and equipment.

Further duties will involve:

carrying out inspection on internal controls by the manufacturers and measuring systems including software for data processing of measuring results; testing of class II mechanical and electronic scales used for pharmaceutical dispensing and jewelry trade; testing and stamping of mechanical and electronic weighing and measuring equipment; The officer will also carry out inspection on wholesale and retail trading premises on the use of weighing and measuring equipment; preparing publicity materials for participation in trade fairs and exhibitions, calibrate prover tanks and maintain Secondary Reference Standards and test fabric and area measuring instrument, carrying out research in specific areas of legal metrology and consumer protection; ensuring conformity with the Road Traffic Act Cap 403 on axle load in liaison with relevant institutions; collecting and accounting for Appropriation in Aid (A. I. A); delivering lectures at traders courses; requisition for workshop tools and verification materials and guide and mentor staff working under him/her.

(b) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Senior Weights & Measures Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: physics, Mathematics, chemistry, computer science, law, Legal Metrology, Information Communication Technology, engineering(mechanical/electrical/electronic) microprocessors or equivalent qualification from a recognized institution.
- (iii) Advanced Certificate of the Institute of Trade Standards Administration (Kenya);
- (iv) Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Be a member of the Institute of Trade Standards Administration (Kenya);
- (vi) Certificate in computer applications from a recognized institution
- (vii) Show merit and ability as reflected in work performance and results

ADVERT NO. 2/2026 - FIVE (5) POSTS

| | |
|--------------------|---|
| Post | - Principal Trade Development officer (External trade) CSG 8 |
| Terms of Service | - Permanent and Pensionable |
| Salary Scale | - Minimum Ksh 59,010 – Maximum Ksh 103,440 p.m. |
| House Allowance | - Ksh 28,000 Per Month |
| Commuter Allowance | - Ksh 8,000 Per Month |
| Leave Allowance | - Ksh 10,000 (paid once a year) |

(a) Duties and Responsibilities

An officer at this level may be deployed at the Trade department headquarters or in a foreign mission as a Commercial Counselor.

1. Duties and responsibilities at this level will entail: -

providing information on trade and government policies; undertaking trade research, market intelligence, market profiling and business mapping in foreign markets; analyzing trade reports; monitoring international trade practices and making recommendations; organizing and participating in international trade mission, fairs and exhibitions; organizing incoming/outgoing business delegations; preparing trade briefs, preparing position papers for bilateral, regional and International trade negotiations [e.g. World Trade Organization (WTO), Common Market for Easter and Southern Africa (COMESA), East Africa Community (EAC), African Caribbean and Pacific and European Union (ACP EU) among others]; participating in trade negotiations; promoting trade and investment activities; providing consultancy and extension services; and disseminating information on international trade to the business community.

2. In a foreign mission, an officer at this level will be responsible for: -

administering and advising the Head of Mission on matters of bilateral, regional and international trade; conducting commercial diplomacy; providing information on trade and government policies; undertaking trade research, market intelligence, market profiling and business mapping in foreign markets; analyzing trade reports; monitoring international trade practices and making recommendations; organizing and participating in international trade mission, fairs and exhibitions; organizing incoming/outgoing business delegations; preparing trade briefs, preparing position papers for bilateral, regional and International trade negotiations [e.g World Trade Organization (WTO), Common Market for Easter and Southern Africa (COMESA), East Africa Community (EAC), African Caribbean and Pacific and European Union (ACP EU) among others]; participating in trade negotiations; promoting trade and investment activities; providing consultancy and extension services; and disseminating information on international trade to the business community

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Senior Trade Development Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Relations or equivalent from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Demonstrated professional competencies and outstanding administrative and managerial capability in trade development services.

ADVERT NO. 3/2026 – ELEVEN (11) POSTS

| | |
|--------------------|---|
| Post | - Principal Trade Development officer (Domestic trade) CSG 8 |
| Terms of Service | - Permanent and Pensionable |
| Salary Scale | - Minimum Ksh 59,010 – Maximum Ksh 103,440 p.m. |
| House Allowance | - Ksh 28,000 Per Month |
| Commuter Allowance | - Ksh 8,000 Per Month |
| Leave Allowance | - Ksh 10,000 (paid once a year) |

(a) Duties and Responsibilities

An officer at this level may be deployed at the Trade Department headquarters or at the county level.

1. Duties and responsibilities at the headquarters will entail: -

undertaking research and market intelligence surveys; analyzing research findings; preparing briefs and position papers; disseminating business information; analyzing of monthly reports, Joint Loan Board (JLB) quarterly returns and taking initial action.

2. Duties and responsibilities at the county will entail: -

analyzing economic and trade related data; disseminating business information; facilitating trade promotion activities; conducting surveys and mapping of various business activities; sensitizing the business community on sources of credit available to Micro, Small and Medium Enterprises (MSMEs); promoting entrepreneurial venture creation and growth, development and graduation Micro, Small and Medium Enterprises (MSMEs); providing training, consultancy

and extension services on trade issues; monitoring and analyzing price and supply trends of essential commodities in the domestic market; administering the Joint Loan Board (JLB) Scheme; providing information on government policies for trade promotion and development and managing of business information and solution centers; In addition, the officer will be required to identify business opportunities in the domestic market; undertake research and carry out market intelligence for trade development; monitor the impact of trade practices; advise Development Committees on trade matters; prepare periodic field reports and returns on trade activities; promote public-private sector partnership ;carrying out inspection of Joint Loan Board (JLB) activities and preparing reports; mobilize the business community to participate in trade fairs and exhibitions; and prepare background papers and briefs on trade issues; undertake intra and inter-ministerial liaison on trade matters for trade development; and prepare the Development Plan chapter relating to domestic trade in the district Development Plan administration

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Senior Trade Development Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Relations or equivalent from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Demonstrated professional competencies and outstanding administrative and managerial capability in trade development services.

ADVERT NO. 4/2026 – TWELVE (12) POSTS

| | |
|--------------------|--|
| Post | - Senior Weights and Measures officer CSG 9 |
| Terms of Service | - Permanent and Pensionable |
| Salary Scale | - Minimum Ksh 47,900 – Maximum Ksh 67,750 p.m. |
| House Allowance | - Ksh 28,000 Per Month |
| Commuter Allowance | - Ksh 6,000 Per Month |
| Leave Allowance | - Ksh 10,000 (paid once a year) |

(a) DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- Testing and stamping of mechanical and electronic weighing and measuring equipment, and class II mechanical and electronic sales used for pharmaceutical dispensing and jewellery trade;
- Testing of fabric and area measuring instruments, and all electronic weighing and measuring equipment;
- Testing of meters for water, milk other liquid foods and liquefied gas; compiling data collected on verified equipment at trader's premises, stamping stations and verification office;
- Sampling pre-packaged goods for quantitative analysis;
- Supervising and coordinating preparation of weighing and measuring equipment and verifications activities during trade fairs and public service exhibitions;
- Collecting and accounting for Appropriation in Aid (A-I-A); carrying out inspection on internal controls by manufacturers and measuring systems including software data processing of measuring results.

In addition, the officer will

- Conduct prosecution offences arising from, infringement of the Weights and Measures Act (Caps. 513), the Trade Descriptions Act (Cap.505) and related regulations;
- Ensuring conformity on the Road Traffic Act Cap 403 on axle load in liaison with relevant institutions;
- Carrying out inspection on wholesale and retail traders premises on the use of weighing and measuring equipment;
- Carrying out verification of weighing and measuring used by local authorities and other government institutions to ensure accuracy;
- Testing automatic weighing machines, bulk weighers and totalizing machines, bulk meters at oil depots; calibrating prover tanks and maintaining Secondary Reference Standards.

Further, the officer will

- Carry out research in specific areas of legal metrology and consumer protection;
- Preparing publicity materials for trade fairs and exhibitions;
- Delivering lectures at traders' courses; and requisitioning workshop tools and verification materials.

(b) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have: -

- (i) Served in the grade of weights and measures officer I for a minimum period of three (3) years;

- (ii) A Diploma in any of the following disciplines: Law, Instrumentation, computer Science, information communication technology (ICT). Metrology, Engineering (mechanical /electrical/electronic) or equivalent qualification from a recognized institution
- (iii) Bachelor's degree in any of the following disciplines: physics. Mathematics, chemistry, computer science, law, Legal Metrology, Information Communication Technology, engineering (mechanical/electrical/electronic) microprocessors or equivalent qualification from a recognized institution.
- (iv) Certificate in computer application from a recognized institution
- (v) Shown merit and ability as reflected in work performance and results

ADVERT NO. 5/2026 – TWENTY-FOUR (24) POSTS

| | |
|--------------------|--|
| Post | - Senior Trade Development officer(Domestic trade) CSG 9 |
| Terms of Service | - Permanent and Pensionable |
| Salary Scale | - Minimum Ksh 47,900 – Maximum Ksh 67,750 p.m. |
| House Allowance | - Ksh 28,000 Per Month |
| Commuter Allowance | - Ksh 6,000 Per Month |
| Leave Allowance | - Ksh 10,000 (paid once a year) |

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- Collecting, compiling and analyzing economic and trade related data; disseminating business information;
- Facilitating trade promotion activities; participating and organizing trade interactive forums;
- Promoting entrepreneurial venture creation and growth; facilitating the growth and development of Micro, Small and Medium Enterprises (MSMES);
- Undertaking market intelligence for domestic trade development; providing business counseling, training and providing extension services on trade matters; preparing background papers and briefs on trade issues; conducting surveys and mapping of various business activities; vetting of Joint Loans Board (JLB) applicants; sensitizing the business community on sources of credit available to Micro, Small and Medium Enterprises (MSMES).

In addition, the officer will be required to

- Recover of loans owed to the Joint Loans Board (JLB); maintain Joint Loan Board (JLB) books of accounts; participating in management of business information and solution centers;
- Implement trade related development projects; and mobilize the business community to participate in trade fairs and exhibitions.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Trade Development Officer I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, International Trade/Business/Relations or equivalent from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Demonstrated merit and shown ability as reflected in work performance and results

ADVERT NO. 6/2026 – FIFTY-TWO (52) POSTS

| | |
|--------------------|--|
| Post | - Senior Trade Development officer(External trade) CSG 9 |
| Terms of Service | - Permanent and Pensionable |
| Salary Scale | - Minimum Ksh 47,900 – Maximum Ksh 67,750 p.m. |
| House Allowance | - Ksh 28,000 Per Month |
| Commuter Allowance | - Ksh 6,000 Per Month |
| Leave Allowance | - Ksh 10,000 (paid once a year) |

(a) Duties and Responsibilities

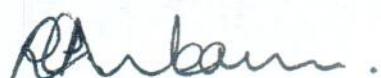
Duties and responsibilities will entail: -

- collecting, compiling and analyzing economic and trade related data;
- disseminating business information to the business community;
- undertaking market profiling and market intelligence for trade development;
- providing consultancy and extension services on international trade issues;
- conducting surveys; mapping various business activities;
- initiating preparation of background papers and briefs on trade issues; and
- participating in the organization of international trade fairs and exhibitions.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Trade Development Officer I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics or International Trade/Business/Relations or equivalent from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Demonstrated merit and shown ability as reflected in work performance result



Regina A. Ombam
PRINCIPAL SECRETARY

Copy to: Secretary /Chief Executive Officer
Public Service Commission
P. O Box 30095-00100
NAIROBI