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Chairperson: Hon. Florence Kajju, MBS  
Vice-Chairperson: Mr. Washington Sati  
Commissioner: Mrs. Lucy Ndung'u, EBS, HSC



THE  
COMMISSION ON ADMINISTRATIVE JUSTICE  
"Office of the Ombudsman"



Our Ref: CAJ/KENTRADE/75/6/20

17<sup>th</sup> February, 2021

Chief Executive Officer,  
Kenya Trade Network Agency (KenTrade)  
1<sup>st</sup> Floor, Embankment Plaza, Longonot Road, Upper Hill  
P.O Box 36943-00200  
NAIROBI.

② DCS

Complete the docs required for submission. Discuss

Dear Sir,

**RE: ANONYMOUS COMPLAINT AGAINST KENYA TRADE NETWORK AGENCY**

Kindly receive warmest compliments from the Commission on Administrative Justice (Office of the Ombudsman).

*[Handwritten signature]*  
18/2/21

The Commission has received an anonymous complaint against KenTrade alleging that; it violated the Human Resource and Procedure Manual (Sections 2.15.3, and 2.15.4) by promoting, appointing and confirming staff to the following positions irregularly:

- a) Appointment of Furaha Wanjiru as Manager Customer Service and Contact Centre from being a Manager, Change Management (KTNA 3);
- b) Appointment of Edwin Wanyama as Manager Innovation and Solutions Development (KTNA 3);
- c) Director, Corporate Services (KTNA 2) and
- d) Director, Strategy, Compliance & Business Development (KTNA 2).

Therefore, kindly but urgently supply us with copies of the following documents within **Twenty-One (21) days** to enable us ascertain the veracity of the foregoing allegations:

- 1. Human resource and Procedure Manual for the organization;
- 2. Career Progression Guidelines;
- 3. Advertisement and Job Indent for the above listed positions;
- 4. List of applicants and shortlisted candidate for the positions;
- 5. Interview report giving a summary of scores for each of the candidates and
- 6. Appointment letters.

We thank you for your continued co-operation and assure you of our highest regards.

Yours Sincerely

*[Handwritten signature of Musa Bashir]*

**MUSA BASHIR**  
**FOR: COMMISSION SECRETARY/CEO**



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## ETHICS AND ANTI-CORRUPTION COMMISSION

INTEGRITY CENTRE (Jakaya Kikwete/Valley Road Junction) P.O. Box 61130 – 00200, NAIROBI, Kenya  
TEL.: 254 (020) 4997000, MOBILE: 0709 781000; 0730 997000  
FAX: 254 (020) 2240954 EMAIL: [eacc@integrity.go.ke](mailto:eacc@integrity.go.ke) WEBSITE: [www.eacc.go.ke](http://www.eacc.go.ke)

When replying please quote:

**Our Ref: EACC. 7/10/1VOL XLIII (4)**

**1<sup>st</sup> February, 2021**

**The Chief Executive Officer**

Kenya Trade Network Agency (KenTrade)

1st Floor, Embankment Plaza, Longonot Road, Upper Hill,  
P O Box 36943 - 00200

**NAIROBI**

### **RE: REQUEST FOR DOCUMENTS AND INFORMATION**

The Commission pursuant to its Constitutional and Statutory mandate as set out *inter alia* under Article 252(1) (a) (d) of the Constitution, Section 11 of the EACC Act, 2011, and Section 4 (2) and 42 (10) of the Leadership and Integrity Act, 2012, is carrying out an investigation into allegations of irregular promotions of **Furaha Wanjiru** and **Edwin Wanyama** at Kenya Trade Network Agency (KenTrade).

To facilitate our investigations, kindly furnish us with **certified copies** of the following documents;

- i. Approval for the promotions;
- ii. KenTrade Human Resource Policy and Procedure Manual;
- iii. Confidential/personal files for Furaha Wanjiru and Edwin Wanyama, and
- iv. Any other relevant information.

Our officers **Tipape Loomu** and **Kennedy Mwukenya** will be available to collect the documents **on or before 8<sup>th</sup> February 2021**, and record statements from relevant officers.

  
**PARTRICK OWINY**

**FOR: SECRETARY/CHIEF EXECUTIVE OFFICER**

TL/ek

DCS/CSLAM

To note and Comrite  
the required docs include  
BoD meeting minutes that  
approved the promotion.  
note the deadline.

Tuangamize Ufisadi, Tuijenge Kenya

c.c MIA.

  
3/2/2021





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**ETHICS AND ANTI-CORRUPTION COMMISSION**

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When replying please quote:

**OUR REF: EACC.7/10/1 VOL. XLIII (73)**

**23<sup>rd</sup> February, 2021**

**The Chief Executive Officer**

Kenya Trade Network Agency (KenTrade)

1st Floor, Embankment Plaza, Longonot Road, Upper Hill,

P.O. Box 36943-00200

**NAIROBI**

② DCS/CSCAM

Kindly note and arrange to attend as indicated

**RE: REQUEST FOR DOCUMENTS AND INFORMATION**

Reference is made to our letter Ref: EACC.7/10/1 VOL. XLIII (4) dated 1<sup>st</sup> February 2021, and to yours referenced KTNA/ADM/CONF/15/1 dated 5<sup>th</sup> February 2021 together with its attachments, on the matter above.

To further facilitate our investigations, we invite the following officers, whom the Commission believes are in possession of information that can aid in the investigations, for interviews and statement recording at the Integrity Centre, Nairobi, as per the schedule below;

<b>Title/Designation of officer</b>	<b>Date</b>	<b>Time</b>
1. Director, Corporate Services	2.03.2021	9.30am
2. Corporation Secretary/ Head of Legal Services	2.03.2021	2.30pm

Our officers **Tipape Loomu** and **Emily Mwangi** will be available to receive the officers and record their statements.

**EMILY IBEERE**  
**FOR: SECRETARY/CHIEF EXECUTIVE OFFICER**

TL/tnm

③ Noted  
CSCAM  
24/2/21

④ Noted  
24/2/21



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## ETHICS AND ANTI-CORRUPTION COMMISSION

INTEGRITY CENTRE (Jakaya Kikwete/Valley Road Junction) P.O. Box 61130 – 00200, NAIROBI, Kenya  
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When replying please quote:

**Our Ref: EACC.7/10/1 VOL XLIII (86)**

**3<sup>rd</sup> March, 2021**

**Ms. Hellen Wasike**

Kenya Trade Network Agency (KenTrade)

1<sup>st</sup> Floor, Embankment Plaza, Longonot Road, Upper Hill,

P O Box 36943-00200

**NAIROBI**

Thro'

**The Chief Executive Officer**

Kenya Trade Network Agency

**RE: REQUEST TO FACILITATE INVESTIGATION**

The Commission pursuant to its Constitutional and Statutory mandate as set out *inter alia* under Article 252(1) (a) (d) of the Constitution, Section 11 of the EACC Act, 2011, and Section 4 (2) and 42 (10) of the Leadership and Integrity Act, 2012, is carrying out an investigation into allegations touching on the promotions of **Furaha Wanjiru** and **Edwin Wanyama** at Kenya Trade Network Agency (KenTrade).

The Commission believes that you, **Hellen Wasike**, have information that can aid in the said investigations. To facilitate our investigations, the Commission invites you for interview and recording of statement at the **Integrity Centre, Nairobi** on **8<sup>th</sup> March 2021**, at **09.30am**. Kindly bring along **certified copies** of the following documents;

- i. Memos/letters requesting for authority for filling of vacancies held by the above named persons;
- ii. Letter ref. KTNA/ADM/51/(27) dated 4<sup>th</sup> May 2020;
- iii. Board Papers related to the filling of the posts held by the above named persons;
- iv. Written opinion/advice to the CEO on the recruitment / promotions of the two persons, and
- v. Any other relevant information.

Our officers **Tipape Loomu** and **Emily Mwangi** will be available to receive, and record your statement.

**KAIRICHI MARIMBA**

**FOR: SECRETARY/CHIEF EXECUTIVE OFFICER**

TL/ek

② DCS  
Kindly notify MHRM on the below request and have her attend the meeting  
8/3/2021