



TOURISM REGULATORY AUTHORITY

VACANCIES

Tourism Regulatory Authority (TRA) is a state corporation established under Tourism Act No. 28 of 2011 to regulate, manage and provide strategic direction to the tourism industry in Kenya. As part of its establishment and in its course to deliver its mandate, the Authority now invites applications from qualified, innovative and experienced individuals to fill the following vacant positions.

S/NO	POSITION	POSTS	REFERENCE
1.	CORPORATION SECRETARY - TRA 3	1	TRA /CS/3/2017
	<p>Job Descriptions</p> <p>An officer at this level will be responsible for:</p> <ol style="list-style-type: none">i. Developing policies, drafting legal and regulatory provisions and guidelines that enable regulatory functions and operations of the authority.ii. Planning and managing activities of legal services of the Authority, including providing legal advice.iii. Analyzing the legal environment, cases, reports and performance impacting on organization's legal standing.iv. Monitoring and reviewing regulations governing the organization's operations and ensures compliance with statutory requirements on a continuous basis.v. Organizing Board Meetings, and coordinating agendas including other documents required.vi. Preparing Minutes of the Board Meetings and ensuring their circulation.vii. Ensuring safekeeping of confirmed and signed Minutes of Board Meetings.viii. Advising on all contracts and agreements to be entered into between the Authority and other parties.ix. Handling the Board's legal functions in liaison with other legal agencies, attending court as appropriate and ensuring the Board obtains effective representation as necessary.x. Ensuring the Board operates within the Law.xi. Advice the Authority on all outsourced legal services.xii. Any other relevant responsibilities that can be assigned from time to time. <p>b) Job Specifications</p> <p>For appointment to this grade, a candidate must have:</p> <ol style="list-style-type: none">i. Masters of Law degree from a recognized institution.ii. Bachelor of Law degree from a recognized institution.iii. Served as Chief Legal Officer or in a comparable position for a minimum period of three (3) years.iv. Postgraduate Diploma in Legal Studies from the Council of Legal Education.v. Registered Advocate of the High Court of Kenya and, Certified Public Secretaries of Kenya (CPSK) or its equivalent.vi. A Senior Management Course lasting not less than four (4) weeks from a recognized institution.vii. Member of a professional body.		

2.	CHIEF STRATEGY & LIAISON OFFICER-TRA 4	1	TRA /CSLO/4/2017
<p>Job Descriptions</p> <p>An officer at this level will be responsible for:</p> <ol style="list-style-type: none"> i. Generation of strategic plan and development of guidelines ii. Preparation of staff briefing, sensitization and educate on strategic planning iii. Development and review of strategic plan, work plans and the respective tools for monitoring. iv. Analyzing and moderating strategic plan, performance contract documents and reports. v. Provide advice on strategy positions and issues. vi. Moderate stakeholder’s liaison outreach programmes aimed at realization of the Authority’s goals. vii. Analysis of reports on the organization’s environment analysis and information influencing strategies. viii. Coordination of strategic change management processes aimed at improving attaining organization’s goals. ix. Monitoring performance quality against set targets, timelines compliance. x. Evaluate and provide briefs on assessment/ research reports on the impact of the strategic positions of the organization in regard to organizational goal. xi. Plan and moderate sensitization, education and advocacy on organization’s strategy and strategic positions. xii. Liaison and coordination of strategic priorities to budgets and financial control through participation in the processes and periodic performance audits. xiii. Any other duties that can be assigned from time to time. <p>b) Job specification</p> <p>For appointment to this grade, a candidate must have:</p> <ol style="list-style-type: none"> i. Served as a Senior Corporate Strategy and Liaison Officer for a period of three (3) years or in a relevant and comparable position for the same period. ii. Bachelor of Arts or Economics or Tourism and Hospitality or recognized degrees with a leaning on management and strategy from a recognized institution. iii. A Management Course lasting not less than four (4) weeks. iv. Have demonstrated outstanding professional competence in administration work as reflected in work performance and results. v. Be a member of relevant professional body/association. 			

3	CHIEF CORPORATE COMMUNICATION OFFICER-TRA 4	1	TRA /CCCO/4/2017
<p>a) Job Descriptions</p> <p>Duties and responsibilities at this level will involve:</p> <ol style="list-style-type: none"> i. Handling Board of Director’s publications including calendars, diaries, and internal communications. ii. Handling and maintaining all public relations and media relations as assigned or otherwise required. iii. Preparing and implementing comprehensive public relations/communications strategies to support the Authority’s objectives. iv. Disseminating information to the Board of Directors, public and other stakeholders. v. Coordination of all Board of Directors public functions. and vi. Participating in public functions as appropriate. vii. Any other duties that can be assigned from time to time. <p>b) Job Specifications</p> <p>For appointment to this grade, an officer must:</p> <ol style="list-style-type: none"> i. Have served in the grade of Senior Corporate Communication Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years. ii. Be in possession of Bachelor’s degree in Journalism or Mass Communications or Public Relations from a recognized institution. iii. Possess a professional certificate in public relations/ communication or customer care. iv. Be a registered member of a relevant professional association/ institute. v. Be proficient in computer applications, including knowledge in desk top publishing. 			

4	LEGAL OFFICER-TRA 6	1	TRA /LO/6/2017
<p>a) Job Descriptions</p> <p>This shall be the entry level for this cadre. An officer at this level will be responsible for:</p> <ol style="list-style-type: none"> i. Providing legal advice to the Authority. ii. Assisting in ensuring legal and regulatory compliance. iii. Reviewing, advising, and making recommendations on policies, legislations, regulations, guidelines and rules. iv. Providing legal opinions on various matters arising from the Departments/Division/Section of the Authority. v. Carrying out research and reviewing existing laws that impact on the Authority's core functions. vi. Drafting and reviewing contracts, leases and other conveyance documents. vii. Monitoring legal and regulatory compliance. and viii. Providing necessary support in preparation for Board matters. <p>b) Job specification</p> <p>For appointment to this grade, a candidate must have:</p> <ol style="list-style-type: none"> i. Bachelor of Law degree from a recognized institution. ii. Postgraduate Diploma in Legal Studies from the Council of Legal Education. iii. Registered Advocate of the High Court of Kenya. 			

5	ICT OFFICER-TRA 6	1	TRA /ICTO/6/2017
<p>a) Job Descriptions Duties and responsibilities at this level will include: -</p> <ol style="list-style-type: none"> i. Analyzing, designing, coding, testing and implementing computer programs. ii. Providing user support, maintaining support systems and training of users. iii. Repairing and maintaining Information Communication Technology equipment and associated peripherals. iv. Receiving, installing and certifying of Information Communication Technology equipment. and v. Configuring new Information Communication Technology equipment. <p>b) Job Specifications For appointment to this grade, a candidate must:-</p> <ol style="list-style-type: none"> i. Have a Bachelor’s degree in any of the following: Computer Science, Information Technology or related field from a recognized Institution. and ii. Have a recognized professional certification in the field of ICT. 			

6	TOURISM REGULATORY OFFICER - TRA 6	48	TRA /TRO/6/2017
<p>a) Job Descriptions</p> <p>An officer at this level will work under the guidance of a senior officer and may be deployed at headquarters and in the field offices in any of the technical areas of the Authority. Duties and responsibilities will include:-</p> <ul style="list-style-type: none"> i. Profile and review of tourism regulated activities and services. ii. Advise applicants on the requirements for various regulatory services. iii. Manage of general correspondences on routine activities iv. Collect and maintain data and information of tourism regulatory activities and services. v. Ensure compliance with the Authority's Regulations and guidelines. vi. Establish and maintain partnerships and stakeholder networking vii. Create of awareness and publicity of the Authority's activities viii. Monitor and assess tourism activities and services to enhance continuous improvement <p>b) Job Specifications</p> <p>For appointment to this grade, a candidate must have:-</p> <ul style="list-style-type: none"> i. Bachelor's degree in Tourism or Hospitality or recognized related field. ii. Proficiency in computer applications 			

7	RECORDS MANAGEMENT OFFICER-TRA 6	1	TRA /RMO/6/2017
<p>a) Job Descriptions</p> <p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> i. Ensuring security of files and documents. ii. Renewing file covers. iii. Ensuring proper handling of documents, pending correspondence and bring-ups. iv. Receiving and dispatching letters and maintaining related registers. v. Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations. vi. Verifying compiled statistical records for accuracy. vii. Processing of human resource statistics. viii. Preparation of indents. ix. Preparation of agenda for the Human Resource Management Committee. x. Maintenance of stores, records and equipment inventory. xi. Preparation of estimates of expenditure for general office services. xii. Assisting in planning office accommodation and layout. xiii. Preparation of estimates of expenditure on general office services. xiv. Safe custody of invoices, receipts and other records. xv. Processing of documents for issue of licenses or certificates under relevant Acts. xvi. Preparation and maintenance of records and ensuring proper maintenance of filing system. <p>b) Job Specifications</p> <p>For appointment to this grade, a candidate must:</p> <ol style="list-style-type: none"> i. Be in possession of a Bachelor's degree in Information Science/Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or relevant equivalent qualifications from a recognized Institution. and ii. Be proficient in computer applications. 			

8	ASSISTANT OFFICE ADMINISTRATOR-TRA 8	4	TRA /AOA/8/2017
<p>a) Job Description</p> <p>An officer at this level will work under the guidance of a senior officer and will be deployed at the headquarters or regional offices of the Authority. Duties and responsibilities will include:-</p> <ol style="list-style-type: none"> i. Carrying out simple general administrative duties. ii. Undertaking office operations. Processing of documents. Providing customer care services iii. Handling internal and external communications or management systems iv. Organizing, arranging and coordinating meetings v. Planning office accommodation and layout. vi. Payment of bills. and providing transport services. <p>b) Job Specifications</p> <p>For appointment to this grade, a candidate must:</p> <ol style="list-style-type: none"> i. Have a Diploma in Office Management and Administration or equivalent qualifications from a recognized Institution or have a Certificate in Office Management with at least ten (10) years' experience. ii. Have a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or equivalent qualifications. iii. Have proficiency in computer applications. 			

9	CLERICAL OFFICER-TRA 8	2	TRA /CO/8/2017
<p>a) Job Descriptions</p> <p>Work at this level will be carried out under close supervision and guidance of a more senior officer and will be deployed in the Human Resource Division, General Registry, Accounts office or general office services. Duties and responsibilities at this level will entail:</p> <ol style="list-style-type: none"> i. Compiling statistical records. ii. Sorting, filing and dispatching letters. iii. Maintaining an efficient filing system. iv. Processing appointments, promotions, discipline, transfers and other related duties in human resource management. v. Computation of financial or statistical records based on routine or special sources of information. vi. Preparing payment vouchers. vii. Compiling data and drafting simple letters. <p>b) Job Specifications</p> <p>For appointment to this grade, a candidate must:</p> <ol style="list-style-type: none"> i. Possess a relevant Diploma from a recognized institution. ii. Be a person of integrity. Have good interpersonal and communication skills. and iii. Proficiency in computer applications. 			

10.	DRIVER-TRA 9	3	TRA /DRV/9/2017
<p>a) Job Descriptions</p> <p>A Driver at this level will work under the guidance of a senior officer and will be deployed at headquarters or regional offices of the Authority. Duties and responsibilities will include:-</p> <ol style="list-style-type: none"> i. Driving a motor vehicle as authorized and, carrying out routine checks on the vehicle. ii. Detecting and reporting malfunctioning of vehicle systems. iii. Maintenance of work tickets for vehicles assigned. iv. Ensuring security and safety for the vehicle on and off the road. v. Safety of the passengers and/or goods therein. and vi. Maintaining cleanliness of the vehicle. vii. Manage vehicles resources such as fuel, tools and other items allocated to. <p>b) Job Specifications</p> <p>For appointment to this grade, a candidate must:</p> <ol style="list-style-type: none"> i. Have a Kenya Certificate of Secondary Education mean grade D plain or equivalent qualification. ii. Have a valid driving license free from any current endorsement (s) for class(es) of vehicle(s) an officer is required to drive. iii. Have attended a First-Aid Certificate Course lasting not less than one (1) week at a recognized Institution. iv. Have passed Suitability Test for Driver Grade III. v. Have passed Practical Test for Drivers conducted by the relevant Ministry/Department. vi. Have a valid Police Clearance Certificate. and vii. At least three (3) years' work experience. <p>Note: <i>Mechanical skills will be an added advantage.</i></p>			

NOTES

1. Kindly visit the Authority's website <http://www.tourismauthority.go.ke> for detailed information on the qualification requirements for each of the positions.
2. Interested and qualified persons are required to submit their application letter, detailed Curriculum Vitae, certified copies of relevant academic certificates, National Identity card/Passport, testimonials and other relevant supporting documents.
3. Applicants should give details of their e-mail address, day time telephone contact and three referees.
4. Applicants **MUST** quote the Job reference number on the envelope.
5. The application letter to be addressed to undersigned and to reach on or before 6th September, 2017.
The Director General
Tourism Regulatory Authority
Utalii House, 5th Floor, Off Utalii Lane
P.O. Box 30027 -00100 Nairobi
Email: info@tourismauthority.go.ke
6. All positions are on permanent and pensionable terms.
7. Tourism Regulatory Authority is an equal opportunity employer and women, minorities, marginalized and persons living with disabilities are encouraged to apply. Only shortlisted candidates will be contacted.

**Director General,
Tourism Regulatory Authority.**