

**CAREER OPPORTUNITY - DEPUTY DIRECTOR, HUMAN RESOURCE**

Tourism Regulatory Authority (TRA) is a State Corporation established under section 4 of the Tourism Act of 2011 to regulate tourism sector in Kenya.

The Authority invites applications from suitably qualified persons to fill the following position.

<b>Vacancy No. TRA/2/2024-25:</b>	<b>Deputy Director, Human Resource</b>
<b>Job Group (Grade)</b>	TRA 3
<b>Number of positions</b>	One (1)
<b>Terms of Service</b>	Permanent and pensionable

**Duties and Responsibilities at this level will entail: -**

1. Coordinating the development, implementation and review of human resource management policies, standards, guidelines, regulations and procedures;
2. Providing technical advice on human resources issues and regulatory framework;
3. Spearheading human resource training and development programmes;
4. Coordinating the implementation of performance management system;
5. Providing lead in staff recruitment, selection and placement;
6. Coordinating human resource planning and succession management;
7. Promoting cordial employee relations, values and work ethics in the Authority;
8. Initiating organizational development and change management initiatives;
9. Developing and managing staff welfare schemes such as Group Personal Life and accident, medical or insurance schemes;

10. Coordinating the development of the human resource management information system;
11. Spearheading the development and implementation of the Division's budgets, performance contracts and staff performance appraisal;
12. Ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and
13. Managing and developing staff in the Division.

### **Person Specifications**

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

1. At least fifteen (15) cumulative years, relevant work experience;
2. Bachelors degree in any of the following disciplines: - Human Resource Management, Public Administration, Business Administration or equivalent qualification from a recognized institution;
3. Masters degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Business Administration or equivalent qualification from a recognized institution;
4. Membership to a relevant professional body;
5. Certificate in Leadership course lasting not less than four (4) weeks from a recognized institution;
6. Proficiency in computer applications;
7. Demonstrated merit and ability as reflected in work performance and results.

#### **How to apply: -**

Candidates who meet the above requirements are requested to submit their applications in PDF format via email: [recruitment@tra.go.ke](mailto:recruitment@tra.go.ke) or postal applications addressed to:

**The Director General  
Tourism Regulatory Authority  
P. O Box 25357, 00100  
NAIROBI**

All Applications should reach the Authority on or before **7th January, 2025** to be received latest by **5.00 pm.**

**Please note: -**

1. Candidates are required to comply with the requirements of chapter 6 of the Constitution of Kenya and
2. submit copies of these clearance certificates with the application.
3. TRA is an equal opportunity employer and encourages persons with disability, women, youth and persons from marginalized areas to apply;
4. Only shortlisted candidates will be contacted.
5. Canvassing will lead to automatic disqualification.

TRA