

**CAREER OPPORTUNITY - CORPORATION SECRETARY AND DEPUTY
DIRECTOR, LEGAL SERVICES**

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 positions

Vacancy No. TRA/1/2024-25:	Corporation Secretary and Deputy Director, Legal Services
Job Group (Grade)	TRA 3
Number of positions	One (1)
Terms of Service	Permanent and pensionable
Duties and Responsibilities at this level will entail:	
To Board management: -	
<ol style="list-style-type: none"> 1. Providing guidance to the Board on their Duties and Responsibilities and on matters of governance; 2. Assisting the Board in carrying out the following: Board members' induction and training; updating Board and Committee Charters; preparing Board work plans; Board evaluation; Governance audit; and implementing the code of conduct and ethics; 3. Ensuring the timely preparation and circulation of Board and Committee papers and minutes; 4. Custodian of the seal of the Organization and account to the Board for its use; 5. Maintaining and updating the Conflict of Interest and Gift Registers of the Authority; 6. Ensuring that Board members are aware of all relevant laws affecting the Authority; 7. Facilitating effective communication between the Authority and shareholders; and 8. Ensuring that annual returns are promptly filed with the relevant authorities. 	

To Legal Services: -

1. Overseeing development, implementation and review of legal policies, strategies, regulations and procedures;
2. Providing legal opinion or advice on governance matters in the Authority;
3. Overseeing the authentication of documents issued to the Authority as collateral, securities or support documents for loans and undertake conveyance;
4. Facilitating legal research, investigation, preparation of witnesses for pre-trial and hearing;
5. Guiding the development of concept papers, preparation of legal briefs and opinions;
6. Facilitating the maintenance of an up-to-date record of gazetted matters which relate to the Authority;
7. Ensuring that the Authority complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance;
8. Overseeing the review of laws, by-laws and regulations relating to the Authority; and
9. Compile information and evidence on legal matters touching on the Authority.
10. Overseeing litigation management by liaising with external lawyers to ensure adequate representation of the Authority;
11. Ensuring that the Authority is represented in court and all legal fora;
12. Spearheading the development and implementation of the Division's budgets and performance contract;
13. Ensuring compliance with good governance and code of ethics; and
14. 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. Bachelor of Laws degree from a recognized institution;
3. Post Graduate Diploma in Law from Kenya School of Law;
4. Master of Laws degree from a recognized institution;
5. Admitted as an Advocate of the High Court of Kenya with a valid Practicing Certificate;
6. Registered as a member of the Law Society of Kenya in good standing;
7. Membership to the Institute of Certified Public Secretaries;
8. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
9. Proficiency in computer applications;
10. Demonstrated professional competence and managerial capability as reflected in work performance and results; and
11. Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in legal services Functions.

How to apply: -

Candidates who meet the above requirements are requested to submit their applications in PDF format via email: 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