



CAREER OPPORTUNITIES

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

1. CORPORATION SECRETARY AND DEPUTY DIRECTOR, LEGAL SERVICES

Vacancy No. TRA/4/2024-25:	Corporation Secretary and Deputy Director, Legal Services
Job Group (Grade)	TRA 3
Reports to	Director General
Number of positions	One (1)
Terms of Service	Permanent and pensionable
Duty Station	Nairobi

Duties and Responsibilities

Board management: -

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.

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.

Minimum Academic, Professional Qualifications and Experience

1. At least fifteen (15) years relevant work experience.
2. Master of Laws degree from a recognized institution.
3. Bachelor of Laws degree from a recognized institution;
4. Post Graduate Diploma in Law from Kenya School of Law.
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 in good standing.
8. Leadership Course lasting not less than four (4) weeks from a recognized institution will be an added advantage;
9. Proficiency in computer applications;

2. DEPUTY DIRECTOR, INTERNAL AUDIT AND RISK ASSURANCE

Vacancy No. TRA/5/2024-25:	Deputy Director, Internal Audit And Risk Assurance
Job Group (Grade)	TRA 3
Reports to	Director General
Number of positions	One (1)
Terms of Service	Permanent and pensionable
Duty Station	Nairobi

Duties and Responsibilities

1. Coordinating the development, implementation and review of internal audit policies, strategies, procedures and plans in accordance with auditing standards.
2. Spearheading the review of budgetary performance, financial management, transparency and accountability mechanisms and processes in the Authority.
3. Providing assurance on the state of risk management, control and governance within the Authority.
4. Overseeing the review of governance mechanisms and processes in the Authority.
5. Ensuring compliance with internal policies, procedures, statutory and regulatory requirements in the Authority.

6. Evaluating the effectiveness of internal controls on financial and non- financial performance management systems within the Authority.
7. Coordinating the review of the effectiveness of the Authority's Enterprise Risk Management (ERM) framework.
8. Liaising with the Office of the Auditor General to ensure the implementation of internal and external audit recommendations.
9. Providing secretariat services to the Audit and Risk Committee of the Board.
10. Validating and submitting audit reports to the Audit and Risk Committee of the Board.
11. Spearheading the development and implementation of the Division's strategic plans, 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.

Minimum Academic, Professional Qualifications and Experience

1. At least fifteen (15) cumulative years relevant work experience;
2. Masters' degree in any of the following disciplines: Accounting, Finance Commerce, Economics, Business Administration or its equivalent qualification from a recognized institution;
3. Bachelors' degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution;
4. Certificate in any of the following: Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants (CPA) Examination, Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
5. Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body in good standing;

6. Demonstrated professional, managerial and administrative competence as reflected in work performance and results; and
7. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the Internal Audit and Risk Assurance Functions.
8. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
9. Proficiency in computer applications;

How to apply: -

- i. Qualified and interested candidates are requested to submit their application letter, curriculum vitae (that contains details of qualifications, work experience, email and telephone contacts including names, telephone and email contacts of three (3) referees who must be familiar with the candidates' previous work experience) and copies of all certificates & relevant testimonials in PDF format via recruitment@tra.go.ke to:
- The Director General
Tourism Regulatory Authority
P. O Box 25357, 00100
NAIROBI**
- ii. Physical applications will not be accepted
 - iii. All applicants must fill in applicant's bio data form available on the link provided.
(https://docs.google.com/forms/d/e/1FAIpQLSe7mPjLJH69VOT36NYvVZyj3Z-BU_789mqUTh-XC-JoD0PgTQ/viewform?usp=header)
 - iv. Candidates who had applied for the position of Corporation Secretary & Deputy Director, Legal Services in the previous advertisement should not re-apply.
 - v. All Applications should reach the Authority on or before **8th April, 2025** to be received latest by **5.00 pm**.

Please note: -

- I. Successful candidates shall be required to obtain and submit **valid** copies of the following documents before an offer is made.

- i. **Certificate of Good Conduct** from the Directorate of Criminal investigations (CID)
 - ii. **Clearance** Certificate from the Higher Education Loans Board (HELB)
 - iii. **Tax Compliance** Certificate from Kenya Revenue Authority (KRA)
 - iv. **Clearance** form from the Ethics & Anti-corruption Authority (EACC)
 - v. **Clearance** certificate from a recognized Credit Reference Bureau (CRB)
- II. TRA is an equal opportunity employer and encourages persons with disability, women, youth and persons from marginalized areas to apply.
 - III. Only shortlisted candidates will be contacted.
 - IV. Canvasing will lead to automatic disqualification.