

CAREER OPPORTUNITIES

The Tourism Regulatory Authority (TRA) is a corporate body established under section 4 of the Tourism Act No.28 of 2011 and is mandated to regulate the tourism sector in Kenya. This entails developing regulations, standards and guidelines that are necessary to ensure an all-round quality service delivery in the tourism sector

To fulfil our mandate, we wish to engage suitably qualified candidates who also meet the requirements of Chapter 6 of the Kenya Constitution for the following position.

Job Title: Driver – TRA 10 (Five (5) posts)

Reports to: Deputy Director, Compliance & Quality Assurance

Duty Station: Authority's HQ and Regional Offices

Purpose of the Job

To drive Authority's vehicles and transport authorized personnel for official purposes assigned from time to time.

Duties and Responsibilities

- i. Driving motor vehicle as authorized.
- ii. Carrying out routine checks on vehicles.
- iii. Maintaining work tickets for vehicles assigned.
- iv. Ensuring security and safety for the vehicle on and off the road.
- v. Ensure adherence on motor vehicle inspection schedules.
- vi. Timely reporting of accidents and follow up of police abstract.
- vii. Ensuring safety of persons and/or goods in the vehicle.
- viii. Maintaining cleanliness of the vehicle.

Minimum Academic, Professional Qualifications and Experience

- i. At least three (3) years' experience in the grade of Driver II or in a comparable position.
- ii. Kenya Certificate of Secondary Education mean grade D (plain) or

- equivalent qualification.
- iii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles or plants which the officer is required to drive.
 - iv. Passed Occupational Trade Test for Drivers Grade III from Kenya Institute of Highway and Building Technology (KIHBT) or Ministry of Roads and Public Works.
 - v. First-Aid Refresher Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.
 - vi. Passed Suitability Test for Drivers Grade III from Kenya Institute of Highway and Building Technology or Ministry of Roads and Public Works.
 - vii. Defensive Driving Certificate
 - viii. Meets the provisions of Chapter Six of the constitution.

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 https://docs.google.com/forms/d/e/1FAIpQLSdgm12xnQf3HzbpFaT8uYY1Dwxn-rJqPr_7p8tvqNfJMFg2cw/viewform?usp=preview
- iv. Applications should reach the Authority on or before **1st December 2025** to be received latest by **5.00pm**.

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)
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- 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. Canvassing will lead to automatic disqualification.