

## 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 positions.

### **1. Deputy Director, Strategy & Planning – TRA 3**

**Job Title:** Deputy Director, Strategy & Planning – TRA 3

**Reports to:** Director General

**Duty Station:** Authority's HQ

#### **Purpose of the Job**

Responsible for policy formulation, resource mobilization, research, performance management, monitoring and evaluation, quality management systems, knowledge management and risk management in the Authority.

#### **Duties and Responsibilities**

- i. Develop, implement and review policies, strategies, regulations, standards procedures on planning, research, performance management, quality management systems, risk management, knowledge management, monitoring and evaluation and resource mobilization.
- ii. Coordinate the development, implementation and review of the Authority's Strategic Plan, Service Charter, work plans and performance contracts.
- iii. Carry out inquiries, studies, surveys and research on matters relating to regulation of the tourism and hospitality sector in the country.
- iv. Prepare and publish an annual tourism sector status report;
- v. Develop and maintain a database and dissemination of accurate data on regulated tourism enterprises to inform decision making.
- vi. Monitor and evaluate the impact of tourism standards on service delivery.

- vii. Coordinate and monitor the implementation of national certification programs and accreditation schemes.
- viii. Undertake any other duties that may be reasonably assigned and that are consistent with the level of responsibility attached to this role.

### **Minimum Academic, Professional Qualifications and Experience**

- i. Master's degree in any of the following disciplines: - Economics, Statistics, Mathematics, Finance, Tourism Management, Business Management/Administration, Hospitality Management, Research and Public Policy, Strategic Management, Actuarial Science, Applied Research, Library Studies, Information Science, Information Systems and Knowledge Management or equivalent qualification from a recognized institution.
- ii. Bachelor's degree in any of the following disciplines: - Economics, Statistics, Mathematics, Finance, Tourism Management, Business Management/Administration, Hospitality Management, Actuarial Science, Applied Research, Library Studies, Information Science.
- iii. Leadership Course not lasting less than six (6) weeks from a relevant institution.
- iv. Membership to a relevant professional body.
- v. Fifteen (15) years cumulative experience three (3) of which should have been at the grade of Assistant Director or in a comparable position.
- vi. Meets the provisions of Chapter Six of the constitution.

### **2. Assistant Director, Accreditation – TRA 4**

**Job Title:** Assistant Director, Accreditation – TRA 4

**Reports to:** Deputy Director, Accreditation – TRA 3

**Duty Station:** Authority's HQ

#### **Purpose of the Job**

Responsible for development and implementation of standards, guidelines, codes of practice, accreditation and classification for regulated tourism enterprises and effective regulation of quality workforce, tourism and hospitality training institutions and sector associations.

## **Duties and Responsibilities**

- i. Developing, implementing and reviewing policies, rules, regulations and strategies for standards and accreditation.
- ii. Formulating guidelines and prescribing measures for sustainable establishments and operations to realize sustainable tourism development throughout the country.
- iii. Developing, implementing and reviewing the minimum requirements and qualifications for registration of tourism and hospitality professionals.
- iv. Undertaking periodic assessment and accreditation of regulated tourism enterprises.
- v. Developing and reviewing tourism sector standards, classification criteria and accreditation schemes in collaboration with relevant stakeholders.
- vi. Coordinating stakeholders' sensitization, training and validation programs in respect to standards and accreditation of regulated tourism enterprises.
- vii. Identifying and analyzing emerging needs, gaps and trends in standards workforce development, accreditation and classification and make recommendations.
- viii. Coordinating the preparation of periodic reports and standards development and accreditation.
- ix. Benchmarking on industry best practices regionally and internationally in relation to standards development and accreditation.
- x. Undertake any other duties that may be reasonably assigned and that are consistent with the level of responsibility attached to this role.

## **Minimum Academic, Professional Qualifications and Experience**

- i. Master's degree in any of the following disciplines: Tourism, Hospitality Management, Institutional Management, Hotel Management or equivalent qualification from a recognized institution.
- ii. Bachelor's degree in any of the following disciplines: Tourism, Hospitality Management, Institutional Management, Hotel Management or equivalent qualification from a recognized institution;
- iii. Management Course not lasting less than four (4) weeks from a relevant institution.
- iv. Membership to a relevant professional body.
- v. At least twelve (12) years' cumulative experience, three (3) of which should have been at the grade of Principal Tourism Standards Officer or in a comparable position.

- vi. Meets the provisions of Chapter Six of the constitution.

### **3. Senior Legal Officer – TRA 6**

**Job Title:** Senior Legal Officer – TRA 6

**Reports to:** Corporation Secretary/Deputy Director, Legal Services – TRA 3

**Duty Station:** Authority's HQ

#### **Purpose of the Job**

To assist in providing timely and accurate legal advice to Management, enabling informed decision-making and ensuring that the Authority meets its legal obligations in line with its mandate.

#### **Duties and Responsibilities**

- i. Implementing legal policies, strategies, regulations and procedures and maintaining legal registry.
- ii. Preparing and reviewing legal documents/instruments, legal opinions and briefs.
- iii. Preparing and updating record of gazetted matters relating to the Authority.
- iv. Preparing leases and contracts;
- v. Ensuring safe custody of the Authority's legal documents and records;
- vi. Analyzing data for legal research, investigation and preparation of submissions of legal issues affecting the Authority and handling pre-litigation legal disputes and inquiries.
- vii. Preparing periodic legal reports.
- viii. Updating register of conflicts of interest and gift registers.
- ix. Undertake any other duties that may be reasonably assigned and that are consistent with the level of responsibility attached to this role.

#### **Minimum Academic, Professional Qualifications and Experience**

- i. Bachelor of Laws degree from a recognized institution.
- ii. Post Graduate Diploma in Law from Kenya School of Law.
- iii. Admitted as an Advocate of the High Court of Kenya with a valid Practicing Certificate.
- iv. At least six (6) years' cumulative experience, three (3) of which should have been at the grade of Legal Officer I or in a comparable position.
- v. Meets the provisions of Chapter Six of the constitution.

#### **4. Legal Officer I – TRA 7**

**Job Title:** Legal Officer I – TRA 7

**Reports to:** Corporation Secretary/Deputy Director, Legal Services – TRA 3

**Duty Station:** Authority's HQ

#### **Purpose of the Job**

To assist in providing timely and accurate legal advice to Management, enabling informed decision-making and ensuring that the Authority meets its legal obligations in line with its mandate.

#### **Duties and Responsibilities**

1. Implementing legal policies, strategies, regulations and procedures and maintaining legal registry.
2. Preparing and updating record of gazetted matters relating to the Authority.
3. Preparing leases and contracts;
4. Ensuring safe custody of the Authority's legal documents and records;
5. Analyzing data for legal research, investigation and preparation of submissions of legal issues affecting the Authority and handling pre-litigation legal disputes and inquiries.
6. Preparing periodic legal reports.
7. Updating register of conflicts of interest and gift registers.
8. Compiling information and evidence on legal matters touching on the Authority.
9. Updating register of conflicts of interest and gift registers.
10. Undertake any other duties that may be reasonably assigned and that are consistent with the level of responsibility attached to this role.

#### **Minimum Academic, Professional Qualifications and Experience**

- i. Bachelor of Laws degree from a recognized institution.
- ii. Post Graduate Diploma in Law from Kenya School of Law.
- iii. Admitted as an Advocate of the High Court of Kenya with a valid Practicing Certificate.
- iv. At least three (3) years' cumulative experience in the grade of Legal Officer II or in a comparable position.
- v. 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](mailto: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 as follows;

1. [Deputy Director, Strategy & Planning – TRA 3](#)

2. [Assistant Director, Accreditation – TRA 4](#)

3. [Senior Legal Officer – TRA 6](#)

4. [Legal Officer I – TRA 7](#)

- iv. All applications must be received on or before **Monday, 29th December 2025.**

**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. Canvassing will lead to automatic disqualification.

