



REPUBLIC OF KENYA
MINISTRY OF TOURISM, WILDLIFE & HERITAGE
STATE DEPARTMENT FOR TOURISM
OFFICE OF THE PRINCIPAL SECRETARY

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When replying please quote

TOURISM FUND BUILDING, 10th FLOOR
P.O. Box 30027 – 00100
NAIROBI GPO
KENYA

REF: MT/2/15(21)

24th August, 2023

All Principal Secretaries
Chief of Staff and Head of President's Delivery Unit
The Secretary/CEO, PSC
All County Public Service Boards
Council of Governors
All County Commissioners
Solicitor General, State Law Office & Department of Justice
Comptroller of State House
Inspector General, National Police Service
Controller of Budget
Auditor General
CEO National Council of Persons with Disabilities (NCPWD)

RE-ADVERTISEMENT OF VACANCY IN THE MINISTRY OF TOURISM, WILDLIFE & HERITAGE (STATE DEPARTMENT FOR TOURISM)

Applications are invited from suitably qualified persons for the under listed posts:-

Advert No	Post	CSG	No. of Posts
1/2023	Principal Tourism Officer	8	13
2/2023	Senior Tourism Officer	9	5

Interested and qualified persons are requested to make their application by completing ONE application form PSC 2 (Revised 2016). The form may be downloaded from Public Service Commission Website www.publicservice.go.ke

Completed application form together with certified copies of certificates should reach

The Principal Secretary
Ministry of Tourism, Wildlife & Heritage
State Department for Tourism
P.O Box 30027-00100

NAIROBI
OR

Hand delivered to Tourism Fund Building, 8th Floor. HRM Registry Room 808 on or before **18th September, 2023, by 5.00pm.**

Please note:

- Only Shortlisted and successful candidates will be contacted: and
- Short listed candidate shall be required to produce originals of their academic and professional certificates during interviews.

This cancels the advertisement No.1/2022 for Principal Tourism Officer CSC 8 and No.2/2022 for Senior Tourism Officer CSC 9 dated 24th January, 2022

Advert No. 1/2023: PRINCIPAL TOURISM OFFICER JOB GROUP 'N'/CSG 8 (13 POSTS)

Salary Scale: Ksh 50,610 – 90,200 P.M

Salary:	Ksh.50,610
House Allowance:	Ksh.35,000
Commuter Allowance:	Ksh.8,000
Leave Allowance (annually)	Ksh.6000

Terms of service: Permanent and Pensionable

Requirements for Appointment:-

For appointment to this grade, a candidate must have:-

- (i) Served cumulatively for a period of six (6) years, two (2) years of which should be in the grade of Tourism Officer I (CSG10/Job Group K) and above or in a comparable and relevant position in the wider Public Service.
- (ii) Bachelor's degree in any of the following disciplines – Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management and Information Technology, Environmental studies, Travel and Tours Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Finance Option), International Relations, Economics, Project Management or equivalent qualification from a recognized institution.
- (iii) Demonstrated ability through understanding and knowledge of the tourism sector as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- Initial preparation and implementation of tourism policy.
- Provision of technical advisory services to encourage investment in the tourism sector.
- Undertake hospitality matters for international meetings, conferences and exhibitions held in the country.
- Undertaking the promotion of youth tourism, domestic and international tourism.
- Follow-up on the implementation of bi-lateral and multi-lateral tourism agreements/protocol.
- Conduct research and preparation of project proposals in liaison.

- Review Environmental Impact Assessment and Audit reports.
- Undertake classification of hotels, restaurants and other tourism establishments.
- Additional duties will involve supervision and development of staff under them.

Advert No. 2/2023: SENIOR TOURISM OFFICER JOB GROUP 'I'/CSG 9 (5POSTS)

Salary Scale: Ksh 44,400 – 61,110- P.M

Salary:	Ksh.44,400
House Allowane:	Ksh.28,000
Commuter Allowance:	Ksh.6,000
Leave Allowance (annually):	Ksh.6.000

Terms of service: Permanent and Pensionable

Requirements for Appointment:-

For appointment to this grade, a candidate must have:-

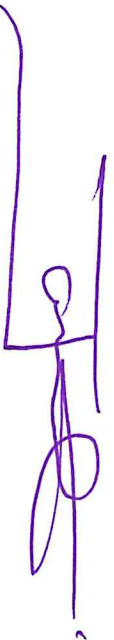
- (i) Served cumulatively for four (4) years, two (2) of which should be in the grade of Tourism Officer II (CSG11/Job Group J) and above, or in a comparable and relevant position in the wider Public Service.
- (ii) Bachelor's degree in any of the following disciplines – Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management and Information Technology, Environmental studies, Travel and Tours Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Finance Option), International Relations, Economics, Project Management or equivalent qualification from a recognized institution.
- (iii) Demonstrated ability through understanding and knowledge of the tourism sector as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed at the headquarters office. Duties and responsibilities will include:-

- Identifying and documenting tourism products.
- Identifying Small and Medium Tourism Enterprises (SMTE's) and community based tourism projects.
- Liaising with tourism stakeholders on issues related to tourism.
- Inspecting and preparing reports on tourism facilities and service providers.
- Compiling and analyzing reports on tourism facilities and services for the development of tourism guide books.
- Preparing briefs for tourism promotion and marketing: undertaking domestic tourism promotion.
- Maintaining a register on tourism facilities and services.
- Analyzing and recommending identified locations for mounting tourist signs and symbols.
- Conduct research and preparation of project proposals in liaison.
- Review Environmental Impact Assessment and Audit reports.
- Undertake classification of hotels, restaurants and other tourism establishments.

- Additional duties will involve supervision and development of staff under them.

A handwritten signature in purple ink, consisting of a stylized 'J' followed by several loops and a long horizontal stroke.

JOHN OLOLTUUA
PRINCIPAL SECRETARY

Copy to: Cabinet Secretary
Ministry of Tourism, Wildlife & Heritage