



REPUBLIC OF KENYA



Tourism Fund (TF) is a State Corporation established under the Tourism Act, 2011, mandated to mobilize resources to finance the development of a sustainable tourism industry in Kenya.

The Fund is seeking to recruit qualified Kenyan Citizens to fill the following positions: -

NO	Position	Job Summary	Job Grade
1.	Deputy Director, Human Resource Management & Admin	This position reports to Director, Corporate Services	TF 3
2.	Deputy Director- Information Communication Technology	This position reports to Director, Corporate Services	TF 3
3.	Deputy Director, Finance and Accounts	This position reports to Director, Corporate Services	TF 3
4.	Deputy Director, Legal Services and Board Co-ordination	This position reports to Corporation Secretary and Director, Legal Services.	TF 3
5.	Deputy Director, Resource Mobilization and Partnerships	This position reports to Director, Resource Mobilization and Capacity Building	TF 3
6.	Deputy Director, Quality Management System and Risk Management Coordination	This position reports to Director, Corporate Planning and Strategy	TF 3

VISIT TF WEBSITE: www.tourismfund.co.ke for full details of the position.

Application Process

Interested and qualified persons are requested to submit their applications indicating their current salary together with a detailed curriculum vitae, professional certificates and testimonials.

The successful candidate will be required to avail the following documents at the point of receiving the job offer;

- **Valid certificate of good conduct**
- **EACC clearance**
- **HELB clearance certificate**
- **Valid KRA compliance certificate.**
- **Clearance from a reputable credit reference bureau**

Officers in Grade TF 03 shall be appointed on a contract of five (5) years renewable subject to performance

Method of Application

Applications clearly marked ***"APPLICATION FOR THE POSITION OF"*** to be addressed to:

**The Chairman, Tourism Fund
P.O. Box 46987 – 00100 Nairobi**

Soft copy applications should be addressed to chairman@tourismfund.co.ke so as to reach on or before **2nd May, 2025**.

No hard copies will be accepted.

Only shortlisted candidates will be contacted.

Any form of canvassing will lead to automatic disqualification.

"Tourism Fund is an equal opportunity employer and encourages all qualified persons including the youth, women, persons with disability and persons from minority groups to apply"