

Approved  
~~Chapman~~  
DEASA  
31/1/2022

## INTERNAL ADVERTISEMENT



Applications are invited from suitable candidates for the position of Travel and Tourism Management Specialists (on-need-basis) at the African School of Aviation Business Management (ABM) Department. The successful applicants will be hired on a part time basis for a renewable period of two (2) years subject to performance.

### **TRAVEL AND TOURISM MANAGEMENT SPECIALISTS (2 POSITIONS)**

**Job Purpose:** To offer instructional services to students pursuing Travel & Tourism Management Training at EASA.

#### **a) Job Specification**

This is the entry and training grade for this cadre except for in-service courses where regulatory requirements apply. The officer will discharge their duties under the supervision of a senior officer. The Instructor role will involve the following:

- i. Interpreting and implementing training policies and regulations;
- ii. Carry out research on subject matter for continuous improvement and development of the courses;
- iii. Development and review of programmes and course materials;
- iv. Preparation of course plans, schemes of work and lesson plans;
- v. Training delivery in the area of specialization;
- vi. Ensure setting up of simulators, laboratories, workshops and classroom teaching aids;
- vii. Evaluating, assessing and examining trainees in compliance with relevant policies and guidelines, processing results;

- viii. Ensuring integrity, accuracy and security of academic records;
- ix. Ensuring training manuals, methods, teaching aids and processes are compliant to national and international regulations and standards;
- x. Any other duties allocated by the Chief Lecturer/Instructor.

**b) Person Specifications**

For appointment to this grade an officer must have:

- (i) IATA Diploma in-
- Travel and Tourism Foundation with Galileo (TTF).
  - Travel and Tourism Consultant (TTC).
  - Managing the Travel Business (DTB).
- (ii) Instructor Development Programme/Basic Instructional/Technique course or Training of trainers (TOT) course from a recognized institution.
- (iii) Good interpersonal relations
- (iv) Proficiency in Computer Applications
- (v) Fulfil the requirements of Chapter 6 of the Constitution
- (vi) A Degree in Travel and Tourism Management will be an added advantage.

**How to Apply: -**

*Applications in sealed envelopes marked "Application for the post of Instructor/Lecturer, Travel and Tourism Management addressed to:*

**The Director, East African School of Aviation, P.O Box 30689-00100 Nairobi; Email [info@easa.ac.ke](mailto:info@easa.ac.ke)**

Only shortlisted candidates will be contacted for an interview.

Candidates who meet the requirements should submit their applications on or before 04<sup>th</sup> February 2022.

*KCAA Is an Equal Opportunity Employer, People with disabilities and disadvantaged are encouraged to apply.*