



REPUBLIC OF KENYA
MINISTRY OF ROADS & TRANSPORT
STATE DEPARTMENT FOR AVIATION AND AEROSPACE DEVELOPMENT

**RECRUITMENT FOR INDEPENDENT MEMBERS OF THE BOARD OF
DIRECTORS OF THE KENYA CIVIL AVIATION
AUTHORITY**

Pursuant to Section 13(1)(f) of the Civil Aviation Act, Cap.394 laws of Kenya, the Cabinet Secretary invites applications from suitably qualified Kenyans wishing to be considered for appointment to the position of independent Member of Board of Directors for the Kenya Civil Aviation Authority.

Applications are invited for the following positions:

No.	REFERENCE	Position
1.	R/No.1/2026	Two (2) Members with demonstrable knowledge and experience in Civil Aviation;
2.	R/No.2/2026	One (1) member with qualification and expertise in financial management or accounting and be a <i>bona fide</i> member of a professional body regulating the accountancy or the auditing profession;
3.	R/No.3/2026	One (1) Member with demonstrable knowledge and experience in Aviation Law or Business; and
4.	R/No.4/2026	One (1) Member with demonstrable knowledge and experience in Management.

Duties and Responsibilities

The Board shall be responsible for the general control of the performance and management of the undertakings and affairs of the KCAA, and shall include a general duty to ensure that the functions of the Authority are carried out in an efficient, transparent and ethical manner and that no particular person or body is given undue preference or subjected to any undue disadvantage.

The Board shall—

- a) consider and advise the Cabinet Secretary—
 - i) in relation to the establishment of air services;
 - ii) on legislative proposals relating to civil aviation including legislation to give effect to the Chicago Convention, and other international conventions and instruments relating to civil aviation;
 - iii) on measures for the promotion or support of any airline designated by the Government for the purpose of any international air services agreement;

- iv) in relation to fares and freight rates and related matters including any resolution of the International Air Transport, Association or anybody which succeeds that Association;
- v) in relation to the establishment, maintenance and development of air navigation facilities and services; and
- vi) on such other matters affecting civil aviation as it considers desirable in the interest of civil aviation in Kenya;
- b) determine and set priorities for the general performance targets by the Authority;
- c) consider and determine the strategic and business plans and budgets of the Authority; and
- d) ensure that measures for the development of civil aviation are initiated and implemented.

MEMBER – TWO (2) – R/No.1/2026

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, a person should:

- i) have a Bachelor's degree from a university recognized in Kenya in any aviation related fields;
- ii) Five (5) years' work experience in Aviation related field;
- iii) have relevant qualifications and expertise in aviation related filed;
- iv) hold membership to relevant professional body and in good standing; and
- v) be a person of integrity and in compliance with the requirements of Chapter Six of the Constitution of Kenya.

MEMBER – ONE (1) – V/No.2/2026

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, a person should

- i) have a Bachelor's degree from a university recognized in Kenya in any of the following disciplines;
- ii) Five (5) years' work experience in audit, financial management, or accounting with experience and knowledge in risk management;
- iii) be a member of ICPA (K) or Institute of Internal Auditor(IIA) and in good standing;
- iv) have relevant qualifications and expertise in audit, financial management, or accounting with experience and knowledge in risk management; and
- v) be a person of integrity and in compliance with the requirements of Chapter Six of the Constitution of Kenya.

MEMBER – ONE (1) – R/No.3/2026

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, a person should:

- i) have a Bachelor's degree from a recognized university recognized in Kenya in aviation law or business related fields;
- ii) Five (5) years' work experience in aviation law or business;
- iii) be a member of the relevant professional body and in good standing;
- iv) have relevant qualifications and expertise in law and business; and

- v) be a person of integrity and in compliance with the requirements of Chapter Six of the Constitution of Kenya.

MEMBER – ONE (1) – R/No.4/2026

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, a person should

- i) have a Bachelor's degree from a university recognized in Kenya in management related fields;
- ii) have relevant qualifications and expertise in management;
- iii) be a member of the relevant professional body and in good standing;
- iv) Five (5) years' work experience in management related field; and
- v) be a person of integrity and in compliance with the requirements of Chapter Six of the Constitution of Kenya.

OTHER REQUIREMENTS

- i) A board Member should not hold a position or have such interests that are likely to place him in a position of conflict of interest or impose undue influence on the Authority or its employees in discharging its functions under Civil Aviation Act, Cap. 394 laws or regulations made thereunder.
- ii) A Board member shall be considered independent if he or she-
 - (a) is not in the Service of the national government or county government or of any statutory body or institution owned or controlled by the national government or county government and who is not connected or does not have any other relationship, whether pecuniary or otherwise, with the KCAA;
 - (b) has not been employed by the KCAA in an executive capacity within the last five (5) years;
 - (c) is not associated to an advisor or consultant to the KCAA or a member of the KCAA's senior management or a significant customer, operator or supplier of the KCAA;
 - (d) has no personal service contract with the Authority or a member of the KCAA's senior management; and
 - (e) is not a member of the immediate family of any person described herein.

TERMS OF APPOINTMENT

Pursuant to Section 13 (4) of the Civil Aviation Act, Cap 394 laws of Kenya, the members appointed shall serve for a period of three (3) years on such terms and conditions as may be specified in their instruments of appointment and shall be eligible for re-appointment for a further one term of three (3) years subject to a favorable evaluation.

REMUNERATION

Board Members will receive sitting allowance and other approved reimbursement in accordance with the rates prescribed from time to time by the Salaries and Remuneration Commission on account of attendance to Board Meeting.

INTERESTED APPLICANTS ARE REQUIRED TO NOTE

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be

included.

- (ii) Only shortlisted and successful applicants will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Ministry of Roads and Transport is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities.
THEREFORE, WOMEN, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.
- (v) The names of shortlisted candidates shall be published on the Ministry's website;
- (vi) Shortlisted candidates will be required to present originals of the following documents during the interviews:
 - (a) National Identity Card;
 - (b) Academic and Professional certificates and transcripts;
 - (c) Any other supporting documents and testimonials;
 - (d) Commission for University Education (CUE) Recognition/Equation Certificate for Degrees, Diplomas or Certificates awarded by foreign universities and institutions;
 - (e) Directorate of Criminal Investigations (Police Clearance Certificate);
 - (f) Duly executed Ethics and Anti-Corruption Commission (EACC) Self-Declaration Form;
 - (g) Higher Education Loans Board (HELB) clearance;
 - (h) Kenya Revenue Authority (KRA) Tax Compliance certificate; and
- (vii) Clearance Certificate from Accredit Reference Bureau (CRB).
- (viii) It is a criminal offence to present fake certificates/documents.

Interested and qualified candidates are requested to submit their applications, Application Form, including a detailed CV and copies of relevant academic and professional certificates.

PLEASE NOTE: The recruitment process will be open and competitive as mandated by the Civil Aviation Act, Cap 394 laws of Kenya

Applications should reach the Cabinet Secretary on or before 4th August, 2026 latest 5.00 p.m. (East African Time)

CABINET SECRETARY

MINISTRY OF ROADS AND TRANSPORT