



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 83 **OSC Ref. C. 6593⁴**

17th February, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned the post of **Director, Tourism Trade and International and Relations (GMG/SEG 4) – (Not Vacant)** in the **Ministry of Tourism** salary range \$4,947,565 – \$6,653,925 per annum.

Job Purpose

Under the general direction of the Chief Technical Director – Policy Formulation and Technical Coordination, the Director – Tourism Trade and International Relations, is responsible for development of co-ordination and co-operation among international partners to influence trade relations. The Director executes his/her role in close collaboration with the Ministry of Foreign Affairs and Foreign Trade.

Key Responsibilities

Technical/Professional:

- Conducts targeted international Tourism Market analysis to:
 - ✓ Gather and provide market and Industry intelligence, include new markets and opportunities; Industry trends; market growth and issues
 - ✓ Provide inputs for Tourism Trade and Event activities undertaken by Tourism Policy Implementors such as the JTB, TPDCO, TEF, etc.
 - ✓ Conduct in-house training seminars and workshops
 - ✓ Discuss other marketing and development opportunities provided by Tourism Policy Implementors such as the JTB, TPDCO, TEF, etc. and initiate contact with the appropriate stakeholders where applicable
- Researches and analyzes all tourism trade or potential trade relations in collaboration with the Ministry of Foreign Affairs and Foreign Trade, the Jamaica Trade and Invest (JAMPRO) and associated MDAs;
- Researches and develops a Partnership Strategy to guide International Trade and Relations of the Ministry of Tourism;
- Co-ordinates with the Ministry of Foreign Affairs and Foreign Trade and JAMPRO, supports and coordinates the development of technical co-operation and collaboration between target markets and countries to aid the strategic development of the GOJ' Tourism initiatives;
- Develops and maintains structured co-operation frameworks with the bilateral international partners in the assigned areas of responsibility;
- Co-operates with the Agencies and Departments of the Ministry of Tourism, co-ordinates technical assistance and other initiatives on the implementation of multi/bilateral agreements with partner countries relating to the GOJ's tourism product;
- Conceptualizes, develops, and manages technical assistance projects/programmes in the assigned areas of Tourism Trade and International Relations, including assessing the budgetary and resource planning, mobilization of financial support/assistance for markets, and monitoring and evaluation of project/programme impact;
- Manages the development of responses for call for proposals by Multi/Bilateral Agencies such as the IDB, World Bank, JICA, EU, DFID, etc. to support the tourism initiatives;
- Supports the Head of Divisions/Agencies/Departments in monitoring and evaluating the Ministry's cooperation with the Multi/Bilateral Organizations providing assistance to the development of the tourism product;
- Develops and evaluates issues and initiatives through the study of International Tourism policy and standards, overseas developments and reports;
- Develops and prepares in-depth analyses of assigned issues at the national, regional, and global levels;
- Manages existing Tourism Trade Agreements and Relationships; and provides recommendations for ongoing maintenance and development of viable partnerships;
- Ensures that all ministry personnel understand the importance of the Partnership Strategy and how it relates to them, and that they are fully involved in its implementation;
- Develops strategic partnership-building approaches with Government, Donor, Civil Society, Corporate and MOT stakeholders;
- Develops and manages Memorandum of Understandings or Service Level Agreements as may arise from partnerships;

- Supports relationship development through meetings with counterparts and follow up on discussions and potential projects and trade relation;
- Prepares briefings, including background information on relationships and country political/economic status and risk analysis, as well as develop presentations on a wide range of issues and topics, including expansion of the Jamaican tourism product, development co-operation mechanisms, and country engagement strategies;
- Supports response to inquiries and requests for information from local and international counterparts in relation to Tourism Trade and Relations;
- Manages the logistics for meetings/visits/conferences among International Partners/Stakeholders, management/staff and counterparts to desired outcomes;
- Updates and maintains a contact database of stakeholders from various sectors, countries and institutions (Government officials, parliamentarians, academics and researchers, as well as representatives of Non-governmental Organizations and the Private Sector).

Management/Administrative:

- Directs the alignment of the Branch's Corporate/Operational Plans and Budget with the Ministry's strategic objectives and priority programmes;
- Maintains mechanisms to effectively co-ordinate the alignment of plans, programmes and projects of the Ministry and its Departments and Agencies in order to ensure a cohesive and complimentary execution of policy and programme initiatives;
- Participates in and co-ordinates the development of the strategic direction of the Ministry;
- Prepares and submits performance and other reports relating to the achievement of targets for the Ministry and its Agencies as required and ensures timely submission of all documents/information requested from the Branch;
- Establishes and maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with MOT's Operational Plan;
- Establishes and maintains various Tourism Trade and International Relations Committees that makes recommendations for the implementation of improved procedures and systems;
- Represents the MOT at meetings, conferences and other fora as needed.

Human Resources:

- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Contributes and maintains a harmonious working environment;
- Performs all other related duties and functions that may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Customer and Quality Focus
- Teamwork and Co-operation
- Integrity
- Compliance
- Change Management

Technical:

- Possess excellent writing, speaking, and interpersonal skills
- Be adept at understanding complex political and socioeconomic information
- Be able to conduct independent research that is both quantitative and qualitative in nature
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations
- Excellent oral and written communication skills in English; other languages would be an added advantage
- Excellent inter-personal skills, and ability to maintain strong relationships, Strong cross-cultural skills and versatility in dealing with different types of partnership
- Personal integrity with an honest and open personal style
- Approachable, with an ability to engage partners at all levels
- Good knowledge of GOJ policy directed at the Tourism Sector (to include: Sustainable Development/Natural Resource Management) and associated areas;
- Sound knowledge of the general operations of the machinery of Government, the role function and operations of Cabinet and Parliament
- Excellent leadership and negotiating skills
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Ability to prioritize amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time
- Ability to manage limited resources in order to achieve challenging output targets
- The ability to work effectively in stressful and time sensitive scenarios is a critical

competence

- Proficiency in required computer applications such as spreadsheet, word processing and Power point

Minimum Required Qualification and Experience

- Master's Degree in International Relations, Diplomacy, Public Sector Management, Public Policy, Business Administration, Management Studies or related field of Social Science;
- Specialized Training in International Relations, Foreign Trade or Diplomacy;
- Five (5) years' experience in International Relations, Foreign Trade, Diplomacy, Public Policy or equivalent environment, with three (3) in a senior management capacity.

OR

- Bachelor's Degree in International Relations, Diplomacy, Public Sector Management, Public Policy, Business Administration, Management Studies or related field of Social Science;
- Specialized Training in International Relations, Foreign Trade or Diplomacy;
- Seven (7) years' experience in International Relations, Foreign Trade, Diplomacy, Public Policy or equivalent environment, with five (5) in a senior management capacity.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd March, 2023 to:**

**Director
Human Resource Management & Development Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**