



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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9th 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 to the following posts in the **Ministry of Tourism**:

1. **Tourism Resilience and Sustainability Specialist (GMG/SEG 3) – (Not Vacant)**, salary range \$4,060,697– \$5,461,186 per annum.
2. **Storekeeper/Administrator (GMG/AM 2) – (Not Vacant)**, salary range \$1,370,094 – \$1,842,625 per annum.

1. **Tourism Resilience and Sustainability Specialist (GMG/SEG 3)**

Job Purpose

Manages, monitors and evaluates key policies and programme areas of the Division, including but not limited to Tourism Environmental Stewardship and Management Initiatives, Climate Change Adaptation and Mitigation, Community Tourism, and Multi-Hazard Programmes. Participates in the development of Sustainable Tourism Policies and programmes.

Key Responsibilities

Administrative:

- Prepares Annual, Monthly, Quarterly Reports, Work Plans and Status Reports of activities in the Work Plan, as required;
- Prepares Programme Budgets and provides input in the Division's Annual Operational Plans and Quarterly Reviews;
- Prepares Cabinet Submissions and notes, as well as Status Reports on the implementation of relevant Government policies and programmes for assigned Portfolio;
- Provides technical support to the Senior Director, Tourism Policy and Monitoring in addition to performing other duties or special assignments that may be assigned from time to time;
- Manages the operational functions of the Tourism Emergency Operations Centre, as the need arises;
- Represents the Ministry on Committees (sectoral, national, and bi-lateral) related to Disaster Risk Management, environment sustainability, cultural heritage and community development issues in the Tourism Sector;
- Serves as the Ministry's representative on Steering Committees, Technical Working Groups, meetings, conferences, functions, et al, for Portfolio Projects and Programmes funded by national, regional and international Agencies;
- Represents the Ministry at meeting, conferences, and other functions, as directed.

Technical/Professional:

- Conducts relevant research and studies on all tourism environmental related issues;
- Executes the Ministry's environmental management, climate change and multi-hazard programmes to include:
 - ✓ Preparing reports, technical papers and presentations
 - ✓ Providing training and capacity building sessions
 - ✓ Conducting research and studies
 - ✓ Co-ordinating consultations
- Provides technical support and advice to the Chief Technical Director and Senior Director of Tourism Policy and Monitoring in Portfolio matters;
- Serves as Project Manager for projects and programmes being implemented by the Ministry and Partner Agencies;
- Collaborates with the Tourism Product Development Company to provide technical support in building the resilience of the Sector;
- Oversees the deliverables of service providers contracted by the Ministry or Partner MDAs in portfolio matters.

Policy, Programme and Project Implementation and Monitoring:

- Conducts research and prepares policy papers, briefs, and reports in the related subject areas, as required;
- Develops policy proposals and prepares documents and related materials for dissemination and use in policy consultations or Sensitization Sessions;
- Maintains currency with policy and other developments in the Global Tourism Industry and makes recommendations to support the work of the Ministry and its Portfolio Agencies;
- Participates in the reviews and amendments of Tourism Legislations Policies in portfolio areas;
- Establishes an appropriate monitoring framework for policies and programmes of the Tourism Policy and Monitoring Branch and prepares Monitoring and Evaluation (M&E) Reports;
- Makes policy recommendations and prepares Technical Reports, briefs, and submissions on tourism product development for information to the Minister, Permanent Secretary, Chief Technical Director, and Senior Director Policy and Monitoring;
- Monitors the implementation of decisions and policies of the River Rafting Authority and submits Status Reports as required;
- Collaborates with the Strategic Planning and Evaluation Division on the monitoring and evaluation of technical studies to guide policy for sustainable development of the Tourism Sector.

Stakeholder Management:

- Manages networks within the Tourism Sector, including those with the Private Sector Tourism Entities by keeping them informed of policies and procedures that pertain to their respective sub sectors and ensures that strategies are implemented to effect same;
- Acts as a Facilitator and establishes and maintains a network of partners with whom agreements and arrangements can be developed;
- Conducts stakeholder consultation to support development, evaluation or modification to policies and programmes;
- Assists in the co-ordination of stakeholder consultations and consensus-building exercises in the policy development process;
- Liaises and partners with Tourism Sector Stakeholders – Divisions and Agencies, Private Sector Associations; Government Ministries, Departments/Agencies and Non-Government Organizations – to plan, implement and monitor policies and programmes;

Other:

- Undertakes the execution of specific tasks assigned in the planning and execution of activities for special or select days or periods in the Ministry's calendar including but not limited to UN designated years or days of focus on Sustainable Tourism for Development, World Tourism Day, and Tourism Awareness Week;
- Executes any other related duties or special assignments as requested by the Minister, Permanent Secretary, Senior Director Services.

Required Knowledge, Skills and Competencies

- Sound knowledge of the tourism product
- Sound knowledge of Resilience and Sustainable Tourism Development concepts and applies skills and training undertaken to job activities
- Good Knowledge of Government of Jamaica's Policy formulation and implementation, regulations, procedures, guidelines and established framework
- Good Knowledge of research engines
- Knowledge in appraising, monitoring, and evaluating projects and proposals
- Demonstrates awareness and interest in the broader socio-economic, political and environmental issues, makes suggestions to combat any negative impact that these events or issues may have on the job, function, or Organization
- Ability to exercise good judgment and initiatives
- Good planning and organizing skills
- Sound knowledge of crisis management
- Possesses good oral, presentation and written communication skills
- Demonstrates good interpersonal skills
- Proficient in all Microsoft applications.

Minimum Required Qualification and Experience

- Bachelor's Degree in Regional Development Planning, Geography, Environmental Management/Natural Resource Management, Tourism Planning/Tourism Management, or a combination of two or more of the mentioned disciplines;

- Training and experience in Policy Development and Analysis, Product Development Planning and Research;
- Four (4) years' experience in a similar capacity in a Management position in Policy Planning, and/ or Product Development OR Any other combinations of qualification and experience.

Special Conditions Associated with the Job

- Required to work more than normal working hours from time to time to meet emergency deadlines for completion of assignments;
- Required to travel locally and overseas to represent the Ministry frequently.

2. Storekeeper/Administrator (GMG/AM 2)

Job Purpose

Under the direct supervision of the Director, Administration and Asset Management (GMG/SEG 2) the incumbent manages the daily operations of the Ministry's stores and provides administrative support to the Branch.

Key Responsibilities

Storekeeping:

- Manages the Ministry's Stores:
- Ensures that good quality of goods/supplies purchased are thoroughly examined for soundness, quality and quantity;
- Ensures that purchased goods/supplies are received and distributed by way of written requisition;
- Ensures that distributed items are signed for, and records are updated daily;
- Ensures that Invoices are obtained and signed off "goods received in good condition" and submitted for certification and payment;
- Ensures that all bin cards are updated daily;
- Maintains and updates Inventory Database of all stock items in the Storeroom;
- Prepares re-orders list, as needed in keeping with internal approvals and in accordance with minimum levels of inventory;
- Follows up with the suppliers of goods and services to facilitate delivery in accordance with preestablished timelines;
- Informs the Director Administration on any problems being experienced with completing or accomplishing assigned tasks to the required standard;
- Informs the Director Administration of the and prepares the following:
 - ✓ Slow moving items
 - ✓ Unaccounted items
 - ✓ Spoilage/expired items
- Monitors and manages the replacement of paper and other printing supplies to ensure maximum efficiency.

Management/Administrative:

- Receives and distributes telephone bills to employees;
- Interfaces with accounts on matters pertaining to outstanding telephone bills and report discrepancy highlighted;
- Updates and maintains records of the Ministry's fleet of vehicle, to include fuel consumption, allocation, service records maintenance schedules and validity of documents;
- Prepare letters for renewal of fleet particulars;
- Reconciles statements generated by the Jamaica Automobile Association Advance Card Systems;
- Carries out inspection of fleet vehicles on a weekly basis and documents observations, as directed by the Director;
- Assists in communicating daily assignments of drivers and vehicles, as directed;
- Research and/or verifies data and/or information for the preparation of activity/performance and other reports;
- Assists in producing Monthly/Quarterly Reports in relation to Office and Fleet Management, services;
- Assists in engaging MTE pre-approved suppliers to effect repair services to furniture and fittings, etc., as directed;
- Provides general assistance to the Director Administration and Asset Management, as directed.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent customer relations skills
- Good interpersonal skills
- Good time management skills
- Ability to organize

Technical:

- Proficient in relevant Software Applications
- Good knowledge of storeroom/warehouse operations
- Working Knowledge of Office Services
- Good Knowledge of the operations of Government of Jamaica policies and procedures, pertaining to asset and Inventory Management.

Minimum Required Qualification and Experience

- Diploma/Certificate in Administrative Management, Management Studies, Public Administration, Business Administration;
- Two (2) years' work experience in a similar capacity;
- Training obtained in Supplies Management/ Warehouse management/Office Management and/or Customer Service principles and practices would be an asset. or
- Any other combination or qualifications and experience.

Applications accompanied by Résumés should be submitted **no later than Friday, 17th February, 2023 to:**

**Director, Human Resource Management and 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**