



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 416
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3rd October, 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 **Tourism Development Planning Analyst (GMG/SEG 2) – (Not Vacant)** in the **Ministry of Tourism** salary range \$3,770,761 – \$5,071,254 per annum.

Job Purpose

Under the direction of the Director, Tourism Development Planning and Project Management, the Tourism Development Planning Analyst is responsible for providing technical assistance in the management of projects; and devising plans with the objective of expanding the output of tourism goods and services in Jamaica.

Key Responsibilities

Technical/Professional:

- Researches, reviews, and evaluates the feasibility of major tourism development plans and programmes, to ensure consistency with tourism policies and associated GOJ priorities;
- Interprets data and develops tourism development plans and alternatives that support the tourism policies and associated GOJ priorities;
- Analyzes research and development planning studies of other lead agencies/departments such as the UDC, NEPA, Municipal Authorities, etc. to guide feasibility of tourism development planning and project management;
- Reviews, evaluates and makes recommendations on tourism development planning proposals presented by consultants and key interests;
- Consults with external stakeholders to receive and share information concerning tourism development planning in relation to GOJ tourism policies and programmes;
- Participates in the planning and development initiatives with key stakeholders to aid the Tourism Development Planning Function of the MOT;
- Prepares scope and business cases for proposed projects including cost and resource impacts;
- Assists in the planning, coordination and execution of a range of projects, with a clear focus on Risk Management;
- Monitors the completion of projects and implements effective and rigorous project evaluation methodologies to inform future planning;
- Develops effective strategies to remedy variances from project plans and minimize impacts;
- Manages transitions between project stages and ensures that changes are consistent with organizational goals;
- Prepares Terms of Reference for consultants;
- Develops position technical papers, submissions, special reports and other original finished materials that are used by senior executives as a basis for decision-making;
- Anticipates, identifies and addresses issues and potential problems and select/recommends the most effective solutions from a range of option;
- Participates in and contributes to project team initiatives to resolve common issues or barriers to effectiveness;
- Implements effective stakeholder engagement and communications strategy for all stages of projects and tourism development planning;
- Keeps current with the latest tools/techniques in Development Planning and Project Management and determines what new solutions and implementations will meet GOJ policy and business requirements.

Management/Administrative:

- Prepares reports and project documents such as work breakdown structure, project cycle schedule, budget expenditure tracker and project steering committee action item;
- Contributes to the development of the Division's Strategic, Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares and delivers Development Planning and Project Management related presentations as needed;

- Utilizes appropriate software to track progress of projects.

Human Resources:

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

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and Quality Focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change Management

Technical:

- Good knowledge of Development Planning approached and tools
- Working knowledge of GOJ policy directed at the tourism sector (to include: Sustainable Development/Natural Resource Management) and associated areas
- Good knowledge of the principles and techniques of research and analysis and the ability to apply that knowledge to development planning initiatives
- Working knowledge of the Government's governance, accountability and accounting framework, including relevant guidelines, regulations and legislation
- Ability to prioritize amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time
- Sound understanding of Project Management principles and lifecycle
- Sound experience of resource planning against the prioritized portfolio of projects
- Excellent capability to track project benefits realization and lessons learnt activities to feed into on-going improvements
- Ability to monitor and report on project budgets across the portfolio at stakeholder and Sponsor levels
- Well-developed analytical capabilities; and particularly, the ability to critically analyze reports and data to inform the development of project documents
- The ability to work effectively in stressful and time sensitive scenarios is a critical competence
- Proficiency in required computer applications for word processing, making presentations and tracking projects

Minimum Required Qualification and Experience

- Bachelor's Degree in Urban Planning, Public Sector Management, Public Policy, Project Management, Business Administration, Management Studies, Tourism Development or related field of Social Sciences;
- Three (3) years' experience in Development Planning, Project Management or equivalent environment.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast-paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasion;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Tuesday, 10th October, 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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