



Job Description

TOURISM OFFICER

JOB SUMMARY

The incumbent is required to provide general support to the Tourism Advisory Unit (TAU) specifically with regard to conducting research, collecting, collating, analyzing data to inform tourism policies and sub-policies and assisting in the implementation of tourism projects.

DUTIES AND RESPONSIBILITIES

- Conducts extensive research for the development of tourism sector policies, sub-policies and other related, technical documents.
- Analyses data for policy formulations.
- Conducts outreach and tourism awareness presentations to various sectors.
- Liaises with other public and private stakeholders where appropriate on tourism matters.
- Attend meetings to gather or disseminate information on behalf of the Unit/Ministry.
- Coordinates stakeholder consultations and meetings as required.
- Prepares Minutes of Meetings.
- Coordinates and executes capacity-building initiatives for stakeholder groups, for e.g. Community Based Tourism (CBT) workshops.
- Coordinates and executes initiatives relating to Caribbean Tourism Month, World Tourism Day, Career Days/Fairs and similar initiatives
- Provides administrative support for the Unit.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Considerable knowledge of the Tourism Industry – local, regional and international.
- Good understanding of the mandate and operations of the regional and international tourism bodies including but not limited to UN Tourism, World Travel and Tourism Council (WTTC), Caribbean Tourism Organisation (CTO), etc.
- Working knowledge of Project Management.
- Basic knowledge of data collection and analysis
- Basic knowledge of administrative procedures and management processes.

Skills

- Research and analytical skills.
- Excellent presentation, oral and written communication skills.
- Good understanding of Microsoft Office Suite of Products
- Ability to use various digital platforms to deliver presentations
- Ability to manage projects.

MINIMUM EXPERIENCE AND TRAINING

- BSc. in Tourism Management with at least 1-3 years' experience in the field OR
- Msc. in Tourism Management with at least one year's experience in the field