



## MINISTRY OF TOURISM

### CAREER OPPORTUNITIES

Applications are invited from suitably qualified persons to fill the following positions in the Ministry of Tourism:

- **Data Governance Strategist (GMG/SEG 5) - Three (3) years contract/gratuity**
- **Director, Project Development and Coordination (GMG/SEG 4) - Temporary position for two (2) years**

#### Data Governance Strategist (GMG/SEG 5)

##### 1. JOB PURPOSE

Under the general direction and leadership of the Permanent Secretary, the Data Governance Strategist is responsible for developing and leading the implementation of the Data Governance Framework established by the Ministry of Tourism to ensure data quality, security, and compliance with regulations. He/she will also play a crucial role in the alignment of data governance strategy with the Ministry's overall objectives and strategic priorities.

##### 2. KEY OUTPUTS

- Comprehensive Data Management Strategy established.
- Data Governance Framework Policies and procedures established.
- Robust data Architecture Solutions implemented.
- Operational Data Quality Management procedures have been established.
- Functional Data Sharing Mechanisms with external entities.
- Advanced Analytical Tools and Models developed.
- Strategic alliance with relevant stakeholders forged.
- Blueprint for independent ICT infrastructure prepared.
- Reports and technical documents prepared.
- Technical advice and recommendations provided.
- Risk registers with mitigation strategies developed.

##### 3. KEY RESPONSIBILITY AREAS

###### Technical/Professional Responsibilities

- Guides the development of the data architecture and management initiatives of the Ministry and its Public Bodies.
- Designs and implements data management strategies including Data Governance, Architecture, and Analytics.
- Oversees the collection, storage, management, quality, access, integrity, and security of data across the Ministry and its Public Bodies.
- Establishes data sharing capabilities with the Ministry's, Departments Agencies (MDA's), and Quasi Government for analyses and measurement frameworks.
- Identifies and sources integrated modeling and analytical tools including the use of "Big Data"
- Provides a blueprint for the Ministry's independent Information and Communication Technology (ICT) infrastructure.
- Identifies possible risks and develops the relevant mitigation strategies.
- Ensures legislative and regulatory compliance.

- Provides critical leadership to drive data decisions that require consensus among stakeholders.
- Incorporates data-related mandates from the Permanent Secretary and Data Governance Committee into a Ministerial Strategic Plan.
- Serves as the focal point for internal and external regulatory personnel.
- Prepares relevant policies as outlined in the data governance framework
- Establishes and chairs executive-level data governance task force.
- Leads the design and implementation of a robust data architecture and infrastructure to support the sourcing, validation, storage, access, and analysis of critical datasets.
- Oversees the identification, analysis, and selection as well as the implementation of a comprehensive Data Warehouse and Master Data Management solutions.
- Develops Data Operation processes and organizational design to ensure data quality, integrity, and security access.
- Drives the rollout of formal data governance practices and policies including Data Ownership, Flows, Representations, Security, etc.
- Implements formal Data Quality framework, tracks data errors, implements data quality tools and processes
- Ensures that the data and analytics structures and capabilities of the divisions are aligned with the organization's mission, strategy, and objectives.
- Escalates data management standards non-compliance to the executive committee and recommends options to address the non-compliance.
- Leads the process to identify and procures senior-level data resources for the Ministry and its Public Bodies.
- Exercises executive authority over access and controls related to data products where needed.
- Develops and executes a comprehensive data strategy for the Ministry and its Public Bodies that aligns with the existing structure and priorities.
- Engages stakeholders to identify, review and addresses data-related gaps and risks.
- Leads, mentors and develops the team of data professionals.
- Establishes a continuous improvement programme for the data governance framework and practices, leveraging related technologies, including Artificial Intelligence.

#### **Management/Administrative Responsibilities**

- Prepares strategic/operational plans and budget in keeping with the data governance charge.
- Develops Individual Work Plan based on strategic alignment with MOT's Operational Plan.
- Makes recommendations to the Permanent Secretary and Data Governance Committee on enterprise strategic vision for data management and any other matter that may arise regarding data management.
- Establishes a monitoring and evaluation framework to effectively assess the implementation of the Data Governance Framework and its alignment of plans, programmes, and projects of the Ministry and its departments and agencies.
- Contributes to the planning and development of the Ministry's strategic direction.
- 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
- Coordinates activities of relevant committees that contribute to mandate of the data governance office.
- Represents the MT at external engagements as required, such as inter-governmental committees, meetings, conferences, and other fora.

#### **Other Responsibilities**

- Performs all other related duties and functions as may be required from time to time.

### **1. PERFORMANCE STANDARDS**

- Successful development and implementation of the data management strategy.
- Data governance framework implemented in accordance with the approved work plans.
- Enhanced data quality and accessibility across the Ministry and its Public Bodies.
- Improved data sharing and collaboration with external entities.
- Improved analytical capabilities among the Ministry and Public Bodies.
- Demonstrable impact on data-driven decision-making processes within the Ministry.
- Analytical Tools and Models developed, with the ability to interact with "Big Data"

- Evidence-based reports and technical documents prepared that conforms with the agreed formats and timeframes.
- Strategic partnership forged and maintained in accordance with agreed standards and timeframes.
- Sound Technical advice and recommendations provided that are evidence-based and timely.
- Annual, Quarterly and Monthly performance reports are prepared in accordance with agreed format and time frame.
- Staff Appraisals completed and submitted in accordance with the agreed timeframe and standards.
- Confidentiality, integrity, and professionalism displayed in the delivery of duties and interaction with staff.

## 2. INTERNAL AND EXTERNAL CONTACTS

**Internal Contacts** (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Permanent Secretary/ Designate	<ul style="list-style-type: none"> <li>• Receive instructions and provide support required.</li> <li>• Provide regular updates and advice on research and analysis as required.</li> <li>• Inform of and seek guidance on new or emerging issues and priorities.</li> <li>• Contribute to team business planning and work program development.</li> </ul>
Senior Executives/Head of Divisions and Head of Public Bodies	<ul style="list-style-type: none"> <li>• Build and maintain effective relationships.</li> <li>• Prepare, present and provide timely and professional advice regarding evidence-based data requests, trends and emerging issues.</li> <li>• Conduct training on new policies/programmes in relation to data governance systems and architecture.</li> <li>• Monitors and evaluates the implementation of policies/programmes</li> <li>• Provide technical support and advice</li> </ul>
Team Members/General Staff	<ul style="list-style-type: none"> <li>• Work as a team member to support team programs and projects</li> <li>• Participate in team meetings to share information and ideas to improve program, service delivery and work outcomes</li> <li>• Receive and exchange information</li> </ul>
External Contacts	<ul style="list-style-type: none"> <li>• Engage with key stakeholders at governmental, non-governmental and quasi-governmental bodies, including eGov.</li> </ul>

**External Contacts** (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministries/Departments/Agencies/Public Bodies	<ul style="list-style-type: none"> <li>• Engage in and maintain effective relationships and communication networks</li> <li>• Establish appropriate partnerships including data-sharing arrangements</li> <li>• Provide clear information and appropriate, accurate advice on current planning matters</li> <li>• Respond to enquiries and assist to resolve customer concerns and issues</li> </ul>
Technical Committees, such as: Data Governance Committee, Product Owner Council, Product Owners and Steering Committees	Foster effective proactive relationships with other stakeholders, in particular community and/or industry groups for which Enterprise Data Office impacts are most critical

Contact (Title)	Purpose of Communication
Other Stakeholders, example: Professional Bodies, Academia, etc.	Foster effective proactive relationships with academic institutions and tourism-related organizations and other industry-related groups.
General Public	Ensure the necessary stakeholder consultations are conducted in the planning and implementation of the Data Governance Framework.

3. AUTHORITY

- Directs the implementation of Data Governance framework amongst the Ministry and its Public Bodies.
- Approves all structures, tools and procedures for the monitoring and evaluation of the Data Governance Framework implementation.
- Recommends new initiatives that are required to support the Data Governance Framework and its implementation
- Implements the relevant measures and procedures to achieve the Ministry’s strategic and technical capabilities.
- Approves Terms of Reference and other specifications for the engagement of external service providers.
- Recommends relevant training and development programmes for team members related to the implementation of the Data Governance Framework to enhance knowledge and performance.
- Participates in the recruitment and promotion of all team members.

4. REQUIRED COMPETENCIES

Core

- Customer & Quality Focus
- Teamwork & Cooperation
- Integrity
- Compliance
- Interpersonal Skills
- Change Management

Technical

- Advanced academic qualification and experience in the design and implementation of data architecture and infrastructure.
- Sound knowledge of data lake, and data warehousing
- Ability to conduct independent research both quantitative and qualitative in nature.
- Sound knowledge and experience in the use of analytical tools, including its integration with Big Data.
- Sound knowledge of the Machinery of Government, the role, function, and operations of Cabinet and Parliament.
- Experience in establishing a data-sharing network or programme.
- Advanced knowledge and experience in programming languages and software development.
- Experience in stakeholder analysis and engagement.
- Excellent oral and written communication skills; other languages would be an added advantage.
- Ability to prioritize amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time.
- Good knowledge of GOJ’s policies directed at the tourism sector.
- Excellent interpersonal skills, and ability to maintain strong relationships, strong cross-cultural skills and versatility in dealing with different types of partnerships.
- Personal integrity with an honest and open personal style.
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations.
- Ability to manage limited resources in order to achieve challenging output targets.
- The ability to work effectively in stressful and time-sensitive scenarios.
- Demonstrate competencies in key technology trends and innovation

## 9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Master's degree in Computer Science, Management Information Systems, Information Technology, Data Science or a related field.
- Specialized Training in data modeling, database design and data warehousing.
- At least seven to ten (7-10) years' experience in data roles management, big data technologies, advanced technologies and governance or related.
- Proven experience in designing and implementing data strategies and architecture
- Professional credibility with extensive hands-on experience in project and change management as well as senior leadership roles within data or data-driven field or equivalent environment

OR

**Any equivalent combination of qualifications and experience**

## 10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office equipped 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 occasions.
- May be required to travel locally and internationally to attend conferences, seminars, and meetings, sometimes at short notice.

### **Director, Project Development and Coordination (GMG/SEG 4) - Temporary position for two (2) years**

#### **JOB PURPOSE**

Reporting directly to the Senior Director, Strategic Planning, Performance and Project Management, the Director, Project Development and Co-ordination is responsible for leading the development, planning, and execution of new and special projects, collaborating with International Partners to develop project concepts, proposals, and budgets to enable the Ministry to access greater counterpart funding and technical assistance, tracing projects and engaging in the assessment of the existing environment to inform project development.

#### **KEY OUTPUTS**

- Terms of Reference for Project steering committees developed.
- Project Development review meetings coordinated and attended
- Implementation Plans developed.
- Memorandum of Understanding developed.
- Project and Programme Monitoring Frameworks developed.
- Monitoring & Assessment Plans and instruments developed.
- Performance criteria for Projects developed or reviewed.
- Risk information communicated to appropriate internal stakeholders
- Develops/maintains the Central Database of projects to facilitate easier monitoring and planning.
- Site visits conducted and reports prepared.
- Project Terms of Reference, project proposals and agreements reviewed, and comments provided.
- Technical advice provided
- Individual Work Plans developed

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative Responsibilities**

- Establishes and manages an Agile Project Management approach for the development and preparation of MT projects.
- Develops and coordinates the development of the Project Plans, Project Feasibility Assessments.
- Prepares and oversees the development of project reports to the Senior Director and Permanent Secretary, regarding the preparation and submittal of projects for approval.
- Facilitates and participates in Project Steering Committee meetings.
- Prepares Memoranda of Understanding to outline the roles and responsibilities of the Ministry and stakeholders that are collaborating to execute a project.

### **Technical/Professional Responsibilities**

- Develops a framework for the mobilization of public/ donor investments in MT programmes, projects and strategies.
- Directs the following components of the project management life cycle such as: Project initiate, development and planning,
- Develops performance indicators and criteria for the monitoring and assessment of Ministry, Public Bodies engaged in providing investment projects.
- Collaborates with risk officers to undertake risk assessments for projects and programmes.
- Utilizes project impact assessments to inform the preparation and development of MT projects.
- Recommends programmes and project redesign based on findings emanating from monitoring and evaluation activities.
- Participates in the review of project proposals submitted to the Ministry to ensure consistency with Strategic Direction and Priorities.
- Provides technical advice and guidance to the Ministry's Public Bodies in facilitating the attainment of their project objectives.
- Provides technical assistance for special projects being undertaken by the Section.
- Conducts site visits to keep informed of the programmes and project's progress.
- Utilizes Monitoring and Evaluation findings to inform proposals for development/and revision of policies, regulation and standards.
- Collaborates with the relevant Policy and Research teams to inform policy development.
- Ensures compliance with oversight and regulatory bodies such as the Integrity Commission.

### **Human Resource Responsibilities**

- Communicates general information concerning projects under management to colleagues and staff within the Division and Ministry.

### **Other Responsibilities**

- Perform any other duties as assigned by the Senior Director, and /or the Permanent Secretary.

## **PERFORMANCE STANDARDS**

- Project and Programme Development Frameworks developed in keeping with established standards.
- Monitoring & Assessment Plans and instruments developed in keeping with established standards.
- Performance criteria and indicators developed and established in keeping with set guidelines.
- Trends analysis utilized, as required.
- Data provided to Risk Officers within agreed timeframes using prescribed formats.
- Monitoring reports/findings produced within agreed timeframes using prescribed formats.
- Site visits are conducted in keeping with project schedule.
- Technical advice provided as required.

- Terms of Reference prepared, as required
- Project preparation review meetings coordinated in keeping with established standards and attended as required.
- Project proposals produced in keeping with established standards and within agreed timeframes.
- Project proposals and agreements reviewed, and comments provided as requested within agreed timeframes.
- Individual work plan completed and submitted in accordance with agreed format and timelines.

**Internal Contacts**

Contact	Purpose of Communication
Senior Director – Strategic Planning, Performance & Project Management	Receive guidance and professional support, provide timely, expert advice and exchange information
Chief Technical Director	Receive guidance and professional support, provide timely, expert advice and exchange information
Permanent Secretary	Receive guidance and professional support, provide timely, expert advice and exchange information

**External Contacts**

Contact	Purpose of Communication
Tourism Public Bodies	Collect Data on Project Implementation
Office of the Cabinet	Provide Relevant Data on Project Implementation
Ministries, Department and Agencies, (DBJ, , FCJ, UDC)	Collaborate on policy, legislation and project monitoring
Planning Institute of Jamaica (PIOJ)	Participate in Committee meetings and to share and gather data  Foster effective proactive relationships with other stakeholders, in particular community and/or industry groups for which Enterprise Data Office impacts are most critical
Ministry of Finance & Public Service Public Investment Appraisal Branch (PIAB)	Develop concept and project proposals for public investments
Development Partners (UNDP, IDB)	Prepare funding proposal for approval

**AUTHORITY**

- Recommends a framework for project development.
- Advises mechanisms to monitor and adhere to project timelines.
- Contributes to the Division’s Strategic and Operational Plan and Budget

**REQUIRED COMPETENCES**

**Core**

- Excellent organisation skills
- Excellent Management skills
- Excellent research and analytical skills
- Excellent interpersonal and people management skills
- Good written and oral communication skills
- Good Stakeholder Management skills
- Ability to lead and work as a team



**Technical**

- Excellent knowledge of Project Development tools and approaches
- Design of Frameworks for Project Implementation and Monitoring
- Excellent knowledge of Project Risk Assessment
- Knowledge of Government Project Development procedures including the public investment process
- Knowledge of change management and the change process.
- Sound business acumen
- Experience in research methodologies
- Experience in the use of standard computer applications and analytical tools such as Microsoft Projects
- Sound facilitation and negotiation skills

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Master's degree in Business Administration/Management, Project Management, Public Policy, Economics, or closely related field.
- At least three (3) years professional experience at middle management level.
- Training/Certification in Project Management

**OR**

- Bachelor's degree in Management Studies, Public Sector Management, Public Policy, Economics or closely related field.
- At least five (5) years professional experience at a management level.
- Training/Certification in Project Management

**SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Island-wide travelling to conduct site visits

Applications accompanied by Resume should be emailed no later than **July 22, 2025** to:

Director, Human Resource Management & Development  
Ministry of Tourism  
64 Knutsford Boulevard  
Kingston 5  
[hrm@mot.gov.jm](mailto:hrm@mot.gov.jm)

We appreciate all expressions of interest. However, only shortlisted applicants will be contacted.