



MINISTRY OF TOURISM

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position in the Ministry of Tourism.

Director, Tourism Trade & International Relations (GMG/SEG4) (Not Vacant)

JOB SUMMARY

Under the general direction of the Chief Technical Director – Policy Formulation & Technical Coordination, the Director – Tourism Trade & International Relations, is responsible for development of coordination and cooperation 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.

1. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- 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 analyses all tourism trade or potential trade relations in collaboration with the Ministry of Foreign Affairs & 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.
- In coordination with the Ministry of Foreign Affairs and Foreign Trade and JAMPRO, supports and coordinates the development of technical cooperation and collaboration between target markets and countries to aid the strategic development of the GOJ' tourism initiatives.
- Develops and maintains structured cooperation frameworks with the bilateral international partners in the assigned areas of responsibility.

- In cooperation with the agencies and departments of the Ministry of Tourism, coordinates 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 relations.
- 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 cooperation 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 Responsibilities

- 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 coordinate 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 coordinates 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 Responsibilities

- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Contributes and maintains in a harmonious working environment.

Other Responsibilities

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

2. PERFORMANCE STANDARDS

- Targeted International Tourism Market Analysis conducted in accordance with established standards and timeframes.
- Tourism Trade or Potential Trade Relations researched and analysed through the application of evidence-based methods and agreed timeframes.
- Reports, technical papers, and publications prepared and issued are evidence-based, comprehensive and conforms to agreed formats and timeframes.
- Partnership Strategies and Stakeholder Relationships established and maintained in harmony and in keeping with agreed standards and timeframes.
- Technical Cooperation and Assistance managed in accordance with established protocols and timeframes.
- Technical advice and recommendations provided are evidence-based and timely.
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time.
- Individual Work Plans developed in conformity to established standards and within agreed timeframe.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

3. REQUIRED COMPETENCIES

Core

- Oral Communication
- Written Communication
- Customer & Quality Focus
- Teamwork & Cooperation

- Integrity
- Compliance
- Interpersonal Skills
- 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.

9. MINIMUM REQUIRED EDUCATION 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 Resume should addressed and emailed no later than March 3, 2023, to hrm@mot.gov.jm

Director, Human Resource Management & Development
Ministry of Tourism
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Kingston 5

You may visit the Ministry's website www.mot.gov.jm for full details.

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