



MINISTRY OF TOURISM

CAREER OPPORTUNITY

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

Tourism Development Planning Analyst (GMG/SEG 2) – NOT VACANT

1. JOB PURPOSE

Under the direction of the Director, Tourism Development Planning & 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.

2. KEY OUTPUTS

- Project documents such as work breakdown structure, project cycle schedule, budget expenditure tracker and project steering committee action items prepared
- Project Monitoring and Status Reports prepared
- Site Visit Reports drafted
- Terms of Reference for consultancy services required for project execution prepared
- Feasibility Assessment of tourism development plans and projects prepared
- Tourism Development Plans drafted
- Tourism Development Stakeholder Matrices drafted
- Project Scope and Business Cases prepared
- Annual/Quarterly/Monthly/Periodic Reports prepared
- Technical Advice and Recommendation Provided
- Individual Work plan developed

3. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- 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;
- Analyses 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 organisational 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 Responsibilities

- 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;
- Utilises appropriate software to track progress of projects.

Human Resources Responsibilities

- Prepares and conducts presentations on the role of the 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.

4. PERFORMANCE STANDARDS

- Feasibility of major tourism development plans and programmes researched, reviewed and evaluated directed in accordance with established standards and timeframes;
- Tourism data and associated information interpreted, and directed in accordance with established standards and timeframes;
- Tourism Development Plans drafted according to agreed standards/specifications and timeframes;
- Stakeholder Relationships engaged and maintained in accordance with the application of harmonious strategies, agreed standards and timeframes;
- Project scoped in accordance with established project management principles, practices and timeframes;
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data;
- Reports are comprehensive, accurate and submitted within the required timeframes;
- 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.

5. AUTHORITY

- Drafts Development Plans/Project Plans/Terms of Reference and other specifications.

6. MINIMUM REQUIRED EDUCATION 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.

7. 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.