



MINISTRY OF TOURISM

CAREER OPPORTUNITY

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

TOURISM POLICY ANALYST (GMG/SEG 3) (NOT VACANT)

1. JOB PURPOSE

Under the general leadership and direction of the Senior Director, Tourism Policy and Monitoring, the Tourism Policy Analyst coordinates and undertakes policy development, providing analysis and advice, to support Government of Jamaica policy initiatives and commitments.

2. KEY OUTPUTS

- Tourism industry issues and concerns identified, evaluated and analysed
- Tourism policy research undertaken and analysed
- Tourism and associated stakeholders engaged
- Cabinet Submissions, correspondence, written reports, publications, and briefs prepared
- Technical advice provided
- Annual/Quarterly/Monthly Performance Reports prepared
- Individual work plans developed

3. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Identifies, evaluates and critically analyses simple to moderate issues and concerns affecting policy outcomes to deliver evidence-based decision making and develop logical, practical and well-balanced policy resolutions;
- Undertakes research and analysis, reviewing alternatives in relation to tourism policy deliverables, to contribute to the policy process and to inform decision making;

- Provides a range of project management and support services, including preparation of discussion papers, briefs and submissions, to contribute to the development and delivery of policy initiatives;
- Prepares and reviews policy advice to ensure alignment with policy directions;
- Communicates with key stakeholders and coordinates technical working groups, committee meetings, and stakeholder consultations to support engagement, as well as policy development and implementation;
- Undertakes research and collates information for reporting purposes to contribute to the achievement of policy outcomes;
- Provides targeted analysis of documents and proceedings, including research studies, proposals, Cabinet Submissions, discussion papers, etc. from internal and external stakeholders;
- Monitors and critiques political, social, economic and demographic developments affecting Tourism, including the expressed positions of the central and local government, community groups, tourism industry organizations, and other stakeholders;
- Projects the impact of these developments, alerting the Senior Director, Tourism Policy & Monitoring to contentious issues, and recommending responses;
- Recommends strategies to ensure consistency and compliance with tourism policies, directives and guidelines;
- Maintains effective working relationships with senior policy professionals and key stakeholders across the public sector more generally to optimise engagement, consultation, negotiation and facilitation of policy alignment, implementation and response;
- Keeps abreast of tourism policy initiatives to ensure adherence to international standards and competitiveness.

Management/Administrative Responsibilities

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, technical committees, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers tourism policy-related presentations 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.

4. PERFORMANCE STANDARDS

- Tourism industry issues and concerns identified, evaluated and analysed in accordance with established standards and timeframes;
- Tourism policy research undertaken and analysed in keeping with agreed standards and timeframes;
- Tourism and associated stakeholders engaged in accordance with agreed standards, harmony and stipulated timeframes;
- Cabinet Submissions, policy/programme recommendations and briefs or position papers on technical matters are appropriately prepared and submitted within the required 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 the agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within the agreed timeframe;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

5. AUTHORITY

- Recommends new policies, policy changes, programmes and project development initiatives;

6. REQUIRED COMPETENCIES

Core

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

Technical

- Good knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation;
- Good knowledge of evaluation frameworks;
- Fair ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies and programmes;
- Good verbal and written communication skills, with the ability to deliver presentations with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite of software products.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

1. 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 occasions. May be required to travel locally and internationally to attend conferences, seminars and meetings.

Applications accompanied by Resume should be submitted no later than **April 30, 2023**
to:

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

Applications can also be emailed to hrm@mot.gov.jm

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