

## **JOB DESCRIPTION**

### **CONTRACTUAL POSITION**

<b>JOB TITLE: TOURISM OFFICER</b>	
<b>JOB SUMMARY:</b>	
The incumbent is required to provide general support to the Tourism Advisors and the Tourism Coordinator specifically with regard to conducting research, collecting, collating, analyzing data to inform tourism policies and assisting in the implementation of tourism projects.	
<b>REPORTS TO:</b>	Tourism Coordinator
<b>SUPERVISION GIVEN TO:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"><li>• Assists in the preparation of the National Tourism Policy</li><li>• Conducts outreach, educational and promotional presentations to various sectors.</li><li>• Attend meetings with stakeholders and other governments to gather or disseminate information on behalf of the Unit/Ministry.</li><li>• Conducts research on political, socio-economic and environmental trends to inform policies.</li><li>• Analyses data for policy formulations.</li><li>• Assists in building capacity among stakeholder groups in proposal writing.</li><li>• Conducts visitor surveys and site visits to monitor projects.</li><li>• Liaises with other Ministries and public and private stakeholders where appropriate on tourism matters for the execution of projects.</li><li>• Prepare Minutes of Meetings of Cabinet appointed Tourism Committees.</li><li>• Provides administrative support for the Unit.</li><li>• Perform related work as required.</li><li>•</li></ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>	
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"><li>• Considerable knowledge of the Tourism Industry.</li><li>• Some knowledge of Project Management.</li><li>• Some knowledge of data collection and management processes.</li><li>• Basic knowledge of administrative procedures.</li><li>•</li></ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"><li>• Research and analytical skills.</li><li>• Excellent presentation, oral and written communication skills.</li><li>• Computer Applicant skills</li><li>• Ability to manage projects.</li></ul>
<b>MINIMUM QUALIFICATIONS AND EXPERIENCE:</b>	
<ul style="list-style-type: none"><li>• BSc. In Tourism Management with at least 1-3 years' experience in the field OR</li><li>• Msc. Tourism with at least one year's experience in the field</li></ul>	