



## **JOB VACANCY ANNOUNCEMENT**

### **GUYANA TOURISM AUTHORITY SENIOR MANAGER OF TRAINING & LICENSING**

The Guyana Tourism Authority (GTA) is a semi-autonomous governmental agency whose mission is to develop and promote sustainable tourism in Guyana through collaboration to maximise local socio-economic and conservation outcomes and improve the visitors' experience. We are seeking to fill a Senior Manager of Travel Industry Development position, and we are seeking an experienced, motivated and high-performing professional who is inspired by our mission and wants to play a leading role in the development of Guyana's tourism sector. This is a significant opportunity for a tourism professional looking to join a growing team whose core values include acting with integrity, working collaboratively, leading with service, thinking creatively, and getting it done.

Work for the GTA and with one of the world's leading sustainable destinations. Guyana has been recognized as the World's #1 'Best of Ecotourism' and a Top 10 Sustainable Destination at ITB Berlin (March 2019), the #1 'Best in Sustainable Tourism' at the LATA Achievement Awards (June 2019), the #1 'Best in Destination Stewardship' at the CTO's Sustainable Tourism Awards Programme (August 2019), and the 'Leading Sustainable Adventure Destination' at World Travel Market (November 2019).

**Application Deadlines:** March 19, 2020

**Position:** Full-time

**Desired Start Date:** Between April 1-15, 2020

**Location:** National Exhibition Centre, Georgetown

#### **Key responsibilities of the position include:**

- Plan, manage, and lead travel industry development programs including training, train the trainer programs, and tourism private sector and community tourism trainings
- Develop travel industry guidelines and foster the adoption of improved service quality, safety and sustainability standards within the tourism private sector
- Develop and implement complex and integrated systems centered on travel industry standards, licensing, and training to uplift the tourism private sector
- Support the development of new tourism products and experiences
- Lead inter-agency collaboration and coordination with sister governmental agencies linked to travel industry standards, licensing, and training
- Lead fundraising and donor engagement activities, and manage select donor projects that are secured
- Support operations management as it relates to the Travel Industry Development Division including finance and operations reporting, procurement, etc.
- Support HR recruiting/onboarding, counseling, training including leading staff trainings, managing performance appraisal systems, and policy development/enforcement
- Actively build the capacity of the Travel Industry Development team, and oversee external technical assistance for tourism product development projects

#### **Qualifications for both positions include:**

- A Masters or First Degree from a recognised University (or commensurate work experience) with at least four years of experience in tourism development, hospitality management, business development, quality systems or closely related field, for a public or private enterprise, two years of which must have been at a supervisory or managerial level
- Demonstrable ability to perform the requisite responsibilities
- Ability to perform effectively in a high paced office environment
- Track record in managing high performing teams and capacity building is desired
- Experience with the tourism private sector is a plus
- Familiarity with Gmail and Google docs desired

- Strong writing skills are also desired

**Compensation:** Commensurate with experience. Benefits include travel allowance, duty allowance, entertainment allowance, vacation allowance, and gratuity. 90-day introductory period applies to all new positions.

**Application Process:** Email your cover letter and resume to Ms. Daisha Williams ([daisha@guyanaturism.com](mailto:daisha@guyanaturism.com)) and include your salary requirements. Only short-listed candidates will be notified. Short-listed candidates will be requested to complete a pre-interview questionnaire and provide the names and contact details of three references, including at least one direct manager.