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TOURISM COUNCIL OF BHUTAN



Terms of Reference (ToR) for Tourism Officer

Job Description:

Agency:	Program Management Unit, TCB
Title:	Tourism Officer
Position Level:	P4
Placement:	TCB
Education & Work Experience:	Bachelor's Level Degree 4-year(s) experience
Vacancy Type:	Service Contract (SC)
Contract Duration:	2 years

DUTIES AND RESPONSIBILITIES:

The Tourism Officer are expected to perform the following tasks:

- Assists PMU to draw up annual work plan (AWP) and budget proposals for the Tourism Flagship Program.
- Ensure and support the PMU in preparation of all documents and reports on the delivery of the Program for all the implementing agencies such as financial reports, progress reports, procurement plan, operational manual, TORs, bidding documents as per the requirement of the Program.
- Responsible for implementation of the Tourism Flagship Program activities in New Destinations and development of Unique Products in various Dzongkhags.
- Coordinate among the key Tourism Flagship Program implementing agencies and other relevant agencies in providing their inputs in the implementation of the program activities.
- Ensure timely procurement of consultants, works and equipment under the Program.
- Monitor and evaluate the progress of the Program and prepare M&E reports in accordance with the provisions of the Flagship Program.
- Coordinate and follow up on regular Project Steering Committee meetings to review the progress of the program implementation as well as to identify and agree on key actions required during the next phase of implementation.
- Coordinate meetings/workshops with the implementing partners and the stakeholders other than the PSC meetings;
- Prepare write ups / materials on the Program and update the same to PMU, TCB and documentation of the program and publication of reports.
- Support PMU, TCB in carrying out the overall TCB functions, as and when required in coordination and under the supervision of the PMU, TCB.
- Carry out other tasks as deemed necessary by the PMU, TCB.



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KNOWLEDGE & SKILLS REQUIREMENTS

Education: Bachelor's Degree

Training: Basic training in Tourism Management and/or equivalent.

Experience required: Minimum of four years as Asst. Tourism Officer or equivalent experience.

Knowledge of language(s): Should have a good writing skills and command over written and spoken Dzongkha and English.

Other skills: Must have adequate knowledge on principles and various aspects of tourism and related fields and the mission of the Organization in the concerned field of the Section and also the overall priorities and objectives of the government.

(Candidates are required to enclose supporting documents for assessment)

The Program Coordinator must work full time under the PMU under TCB for the implementation of the Tourism Flagship Program.