



## **TOURISM DEPARTMENT**

### **WE ARE HIRING**

### **Policy Analyst**

#### ***JOB SUMMARY:***

Responsible to research and identify areas in the Tourism Sector that require policy development and to raise awareness on important issues through policies and guidelines and bring to the attention of the Head of the Tourism Department.

#### ***DUTIES AND RESPONSIBILITIES***

1. Assist in developing the content of the different policies of the Department.
2. Prepare research documents in relation to the Tourism Department.
3. Collect necessary information (Statistical data and otherwise) that should be useful for the development and implementation of policies.
4. Evaluate and analyse existing policies and programmes, identifying areas that need to be addressed with the introduction of new policies.
5. Evaluate programmes and projects in relation to the Tourism Department.
6. Assist in monitoring the implementation of the Tourism Policies through relevant programmes.
7. Assist with the preparation of the annual budget and work plans for the section.
8. Assist with analysing progress reports from the Ministry's public bodies and verify their accuracy.
9. Assist with the compilation of the Departments quarterly and annual reports for publication and dissemination.
10. Any other duties that may be assigned by the Director.

#### ***QUALIFICATIONS & EXPERIENCE***

- Degree in Economics or Statistics or Accounting or any other Social Science subject.

#### ***SKILLS & COMPETENCIES***

- Project Appraisal
- Computing skills
- Research skills,
- Business report writing skills,
- Good communications and interpersonal skills,
- Supervisory and management skills