



TOURISM DEPARTMENT

WE ARE HIRING

Officer – Risk Management

JOB SUMMARY:

Provides operational support in managing risks across the tourism sector, including evaluating potential threats to safety, security, and reputation. Collaborates with industry stakeholders to implement risk controls and reinforce Seychelles' standing as a trusted and sustainable tourism destination.

DUTIES AND RESPONSIBILITIES

1. Assist in the preparation, reviewing risk management plans, framework, policies, and procedures of the tourism sector.
2. Contribute to establishing and maintaining a risk database, asset register, and relevant national tourism risk indicators.
3. Maintain regular contact and foster strong working relationships with tourism operators, ensuring they integrate comprehensive risk management measures for their businesses, guests, properties, and assets.
4. Liaise and collaborate with relevant government agencies, enforcement bodies, and other stakeholders (e.g., airlines, hotels, tour operators) to prevent or mitigate hazards affecting the tourism sector.
5. Represent the section on technical committees and attend meetings, workshops, and training sessions on risk-related issues, ensuring that key information is shared with tourism businesses and management.
6. Monitor and conduct risk assessments of tourism establishments to identify potential hazards or vulnerabilities.
7. Maintain and update existing databases on risk-related incidents or establish new databases when required.
8. Track, evaluate, and report on key risk exposures, incidents, and early warning indicators affecting the tourism sector.
9. Provide timely reports, summaries, and analytical insights, ensuring complex findings are presented clearly and accurately.
10. Assist and follow up on complaints, suggestions, and advice on risk-related issues impacting tourism operations.
11. Provide technical assistance and guidance to tourism stakeholders on risk management practices, including the preparation of plans, standard operating procedures, and conducting regular drills or simulation exercises.
12. Support the implementation of risk mitigation strategies and internal controls under the guidance of senior management.
13. Work closely with management to integrate risk management considerations into operational and strategic activities.
14. Coordinate with relevant parties to ensure timely and effective response to incidents, including media or public communication as directed.

15. Perform any other duties assigned by the Director or Manager, Risk Management.

QUALIFICATIONS & EXPERIENCE

- Degree in Business Administration or a related field and at least two years working experience in a related field.
- Diploma in Tourism Management or relevant field with at least three years working experience in a related field.

SKILLS & COMPETENCIES

- Sound judgment with the ability to assess, identify, and evaluate risks effectively.
- Strong analytical and report-writing skills with attention to detail and accuracy.
- Confident and persuasive demeanour with the ability to influence and gain buy-in.
- Excellent interpersonal skills for managing and engaging with diverse stakeholders.
- Resilience under pressure with the capacity to maintain performance in challenging situations.
- Approachable and professional disposition that fosters positive relationships.
- Strong attention to detail and analytical acumen.