

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION FORM

1. JOB IDENTIFICATION

1.1 Position Title: Asst. Tourism Officer.

1.2 Position Level: P5

1.3 Major Group: Trade, Industry and Tourism

1.4 Sub Group: Tourism Services

1.5 Job Code No.: 18.790.05

1.6 Job Location: Thimphu

Ministry: Ministry of Trade & Industry; Department: Tourism;

Division: All Divisions; Section: All Sections; Unit: _____.

1.7 Title of First Level Supervisor: Tourism Officer

2. PURPOSE, DUTIES AND RESPONSIBILITIES

PURPOSE: -

Assist the Tourism Officer with intricate ground works in preparation of plans, programmes & projects; annual budget and work plans; logistical arrangement and coordination with implementation of projects; analyse trends and generate reports; field visits and monitoring.

Duties and Responsibilities	% of time
<ul style="list-style-type: none">• Assist the TO to prepare and provide the senior management team with reports, statistics, forecasts and other information.	20
<ul style="list-style-type: none">• Assist in the preparation of the programmes and projects and annual budget and work plan and their documentation.	15

<ul style="list-style-type: none"> • Assist the TO in all preparatory work, intricate details and layout of the activities, and in correspondence and exchange. 	10
<ul style="list-style-type: none"> • Implement specific assigned projects. 	10
<ul style="list-style-type: none"> • Assist the TO in organisation and coordination of public sector support projects and trainings. 	10
<ul style="list-style-type: none"> • Compile and interpret raw and collected and computed by the TOAs into usable formats for the section, analyse trends and other indicators. 	5
<ul style="list-style-type: none"> • Process applications received by the Section on various activities of the sector. 	5
<ul style="list-style-type: none"> • Make field visits for evaluation of the quality of services, ensure compliance by tour agencies to procedures and rules and regulations in the tour operations. 	5
<ul style="list-style-type: none"> • Prepare and maintain specific data, status reports on developments. 	5
<ul style="list-style-type: none"> • Attend meetings of the Department and record minutes as required. 	5
<ul style="list-style-type: none"> • Assist the Tourism Officer in the general daily functions and activities of the section. 	5
<ul style="list-style-type: none"> • Any other related duties 	5

3. **KNOWLEDGE & SKILLS REQUIREMENTS**

3.1. Education: Bachelors with PGCDM

3.2. Training:

3.3. Length and type of practical experience required: Entry

3.4. Knowledge of language(s) and other specialized requirements: Should have a good skill in writing general reports, ability to establish good working relationship during field visits.

Should have general awareness of the mission of the Department and the concerned field of the Section and also the overall priorities and objectives of the government.

4. COMPLEXITY OF WORK

Work involves creativity, initiative, study and planning. The work requires coordination, association and working with various tour agencies and organisations for exchange of factual information, interpretation and application of the rules and regulations. Compilation of the various raw data and information require some degree of analysis and interpretation as well as establishing new methods.

5. SCOPE AND EFFECT OF WORK

Work requires assisting the immediate supervisor to plan/develop activities, monitoring and reporting on the status of the quality of tourism activities, services and infrastructure. Compilation of various discreet data into concise, reportable and interpretable formats. Manage database and exchange of information. Effectively implement specific assigned projects.

The work has a direct bearing on the functions of the section as well as the roles of the Department and is crucial to improvement of the tourism industry.

6. INSTRUCTIONS AND GUIDELINES AVAILABLE

6.1 Instructions

The supervisor defines specific objectives, priority and deadlines of the intended implementation of projects and activities and assist the employee in the final interpretation of the outputs.

6.2 Guidelines

Guidelines are in the form of tour operations rules and regulations and procedures. Guidelines are available but requires the employee to use judgement in selecting appropriate guidelines and interpretation and adapting to the guidelines in specific areas.

7. WORK RELATIONSHIPS

Contacts are with all sections of the Department and tour agencies and various outside organisations for acquiring all necessary information for maintaining a database, availing inputs, exchanging views and obtaining appropriate assistance in research, study, and other activities.

8. SUPERVISION OVER OTHERS

Supervises the execution of the fieldwork by the Tourism Operations Assistants and plans and assigns specific tasks. The work of the TOAs are scrutinised for correctness and conformity to the tasks.

9. JOB ENVIRONMENT

The work is mostly sedentary but involves occasional mild physical exertion such as long periods of standing and walking on field visits and surveys.