



#### **SOUTH PACIFIC TOURISM ORGANISATION**

The South Pacific Tourism Organisation (SPTO) is the mandated inter governmental agency for tourism in the Pacific. The current full government membership comprises of 14 Pacific countries; the Cook Islands, Fiji Islands, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. In addition, the Peoples Republic of China is a full government member. SPTO is based in Suva and is funded by both Government and private sector member contributions.

#### **PACIFIC REGIONAL TOURISM CAPACITY BUILDING PROJECT**

The European Union is funding the Pacific Regional Tourism Capacity Building Program (PRTCBB) as a key component under the overall Strengthening Pacific Economic Integration through Trade (SPEITT). The aim of the PRTCBB is to improve PACP economic integration through strengthened national systems and institutional frameworks to develop trade capacity, increase private sector competitiveness and increase international market access in the tourism sector.

## Tourism Sector Development Officers

#### **HUMAN RESOURCE DEVELOPMENT AND TRAINING MANAGER**

The Human Resource Development [HRD] and Training Manager will be responsible for communicating, planning, and organizing SPTO regional HRD training and capacity building initiatives. The incumbent will analyze and manage information on training needs at a regional and national level and coordinate and conduct training sessions, workshops, conferences, and seminars.

Considerable successful experience in managing and implementing annual work programmes, projects and training programmes combined with exceptional leadership competence is required for this position.

#### **SME AND SUSTAINABLE TOURISM OFFICER**

The SME and Sustainable Tourism Officer will support the Project Manager in the effective management and delivery of Tourism and SME development services for the benefit of customers in the Pacific region. The role will also initially entail product development for Tourism SMEs and promoting and supporting sustainable tourism initiatives.

To be successful in this role you require strong client management skills, demonstrated credibility among tourism operators, and have a track record in facilitating SME products and services. A keen interest and experience in project management, developmental finance and in working in a multicultural environment is essential.

#### **TOURISM INVESTMENT OFFICER**

The Tourism Investment Officer will develop and implement a Regional Tourism Investment Strategy, identify and document regional tourism investment policies and lead regional initiatives in building an investment database, create awareness of the existing SPTIM and drive SPTO regional tourism investment initiative portfolio.

The successful applicant will have a good understanding of the tourism sector and experience of working in the Pacific region as well as being able to demonstrate successful experience in facilitating and marketing investment projects in regional and international forums.

#### **E-MARKETING OFFICER**

The E-Marketing Officer will work with and support the SPTO Planning Manager and Webmaster to coordinate and implement the organisation's online strategy and support regional initiatives in developing a web presence through new media and communications technologies.

Demonstrated competence as an expert in Content Management Systems[(e.g. Joomla and OpenCMS)], ability to develop basic JSP pages in the content management system and expertise with 'front end' web technologies such as HTML, Javascript, CGI, Flash, Graphics and JSP is essential.

#### **GENERAL REQUIREMENTS FOR THE POSITIONS:**

- Relevant tertiary qualifications preferably with a post graduate degree.
- High level of computer literacy including databases.
- Experience in consultations with the public and business sector.
- Demonstrated experience with donor funding and working with development partners and donor agencies.
- Good understanding of the tourism sector and experience working in the Pacific region.



**Further Details:** Role descriptions and further details are available from the website [www.pacificrecruit.com](http://www.pacificrecruit.com).

**Contact:** Laisa +679 3303137

**How to Apply:** Email applications to [SPTOjobs@pacificrecruit.com](mailto:SPTOjobs@pacificrecruit.com).

Please include the specific role title you are applying for in the subject of the email.

**Closing Date:** January 21<sup>st</sup>, 2012