



JOB DESCRIPTION

JOB TITLE: SENIOR PROVINCIAL LIAISON OFFICER		
DIVISION: Provincial Coordination & Product Development (PCPD)	BRANCH: Management	SECTION: Partnership & Industry Liaisons
REFERENCE NUMBER: TPA. 10	DESIGNATION/CLASSIFICATION: Senior Partnership & Industry Liaisons Officer, Grade 10	POSITION No.: PCPD.067
REPORTING TO: Director – Provincial Coordination & Product Development	DIRECT REPORTS: Partnership & Industry Liaisons Officer	LOCATION: Port Moresby
COMPILED BY: Human Resource Officer Date:	AGREED BY EMPLOYEE: Senior Provincial Liaison Officer Date:	APPROVED BY: Chief Executive Officer Date:

POSITION SUMMARY:

- The Senior Partnership & Industrial Liaisons Officer is responsible for providing technical advice and coordinating strategic partnerships and industry liaison activities to support tourism development, strengthen stakeholder relationships, and facilitate collaboration between PNG Tourism Promotion Authority, tourism industry stakeholders, provincial governments, government agencies, development partners and other relevant organizations..

KEY FUNCTIONS AND RESPONSIBILITIES

Strategic Planning and Management

- Contribute to corporate strategic planning and development by working with the Director – PCPD to formulate divisional strategies, key performance indicators, divisional plans, and monitoring and evaluation to ensure they are effective and meeting division and organizational objectives;
- Assist Director – PCPD to plan, develop, and implement strategies for the Division to meet performance plans within agreed budgets and timescales.
- Provide strategic advice, guidance, assistance, and support to inform, develop and execute business strategies within the division;

Corporate Governance and Leadership

- Ensuring compliance to corporate policies and procedures;

General Duties

- Develop and maintain effective partnerships and working relationships with tourism industry stakeholders, provincial administrations, government agencies, private sector organizations, development partners, communities and other relevant stakeholders;
- Identify, establish and strengthen strategic partnerships that support the development, promotion and growth of Papua New Guinea's tourism industry;

- Liaise with tourism industry associations, operators, investors and other private sector stakeholders to identify industry needs, opportunities, challenges and areas requiring PNGTPA support;
- Coordinate consultations and stakeholder engagements on tourism industry development, policy implementation, product development and other relevant tourism initiatives;
- Prepare submissions, briefing papers, reports, partnership proposals and other documentation relating to industry partnerships and stakeholder engagement;
- Maintain an effective stakeholder and partnership database and ensure relevant partnership information, commitments and activities are properly documented and monitored;
- Coordinate the implementation of partnership initiatives and ensure agreed activities, deliverables and commitments are followed through within approved timeframes;
- Provide advice and support to the Director – PCPD on industry relations, partnership opportunities and emerging issues affecting the tourism sector;
- Liaise with relevant PNGTPA divisions to ensure partnership activities are aligned with corporate strategies, tourism priorities and approved work plans;
- Assist Director – Provincial Coordination and Product Development to review and compile divisional annual budget, work plans, and quarterly reports;
- Provide necessary information, logistics and support for the successful implementation of Tourism Sector Development Plan(s);
- Undertake any other tasks as directed by the Director Provincial Coordination and Product Development. Undertake any other tasks as directed by the Director Provincial Coordination and Product Development.

Quality Customer Service

- Ensure the provision of quality customer service to clients and stakeholders

Team Work and Co-operation

- Ensure team work and cooperation with honesty and respect;
- Create a high-performing team culture in the PCPD Division to meet and exceed customer expectations;

Occupational Health and Safety

- Assist in monitoring aspects of OHSE in the organization and ensure that all work processes and systems are in compliance with PNGTPA OHSE procedures and report any concerns to the relevant staff and/or safety representatives;
- Perform duties safely and responsibly in accordance to PNGTPA OHSE policies and procedures.

Quality of Work

- Ensure to coach and lead team to display quality work that reflects high professional standards with a high degree of accuracy.

Continuous Improvement

- Ensure to encourage and guide employees to create a culture of high performance and continuous improvement in the Provincial Coordination & Product Development Division to meet and exceed client and stakeholder expectations.

ESSENTIAL REQUIREMENTS – (must cover Qualifications, Education, & Experience, knowledge, attitude, skills, and habits).

- Bachelor's Degree in Tourism & Hospitality, Business Management, Public Administration, Public Policy, or related field;
- Minimum 5 - 10 years of work experience in a similar capacity in the public or private sector
- Knowledge and experience in the tourism industry is an advantage
- Experience in project concept design, coordination and implementation is an advantage;
- Must have strong project management skills.
- Must have strong public relations skills;
- Must have excellent communications and negotiation skills;
- Must possess excellent planning, management and reporting skills

