

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION**

- 1.1 Position Title: Dy. Chief Tourism Officer.**
- 1.2 Position level: P2**
- 1.3 Major Group: Trade, Industry and Tourism Services Group**
- 1.4 Sub group: Tourism Service**
- 1.5 Job Code No.: 18.790.02**
- 1.6 Job Location: Thimphu**  
**Ministry: Ministry of Trade & Industry; Department: Tourism;**  
**Division: All Divisions; Section: \_\_\_\_\_ Unit: \_\_\_\_\_.**
- 1.7 Title of First Level Supervisor: Chief Tourism Officer**
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**2. PURPOSE, DUTIES AND RESPONSIBILITIES**

**PURPOSE: -**

Broad level formulation of tourism strategies, planning, development of programmes and projects for the division; provide high-level advice and recommendations; execution of the divisional programmes and projects.

<b>Duties and Responsibilities</b>	<b>% of time</b>
<ul style="list-style-type: none"><li>• Assist the Chief Tourism Officer in formulation of long-term tourism strategies and plans consistent with the missions of the Department and RGOB objectives.</li></ul>	25
<ul style="list-style-type: none"><li>• Contribute to development of programmes and projects of the Division.</li></ul>	20

<ul style="list-style-type: none"> <li>• Ensure execution of plans and programmes under broad instructions of the CTO.</li> </ul>	20
<ul style="list-style-type: none"> <li>• Provide the Division with tools and high-level advice and recommendations.</li> </ul>	15
<ul style="list-style-type: none"> <li>• Acquire status from the respective sections, compile and work with the CTO on the overall progress of the Division's functions and the related position of the tourism sector.</li> </ul>	5
<ul style="list-style-type: none"> <li>• Represent the Division and Department on in different forums.</li> </ul>	5
<ul style="list-style-type: none"> <li>• Substitute in absence of - the duties and responsibilities of the CTO.</li> </ul>	5
<ul style="list-style-type: none"> <li>• Any other related duties</li> </ul>	5

### **3. KNOWLEDGE & SKILLS REQUIREMENTS**

**3.1 Education:** Bachelors

**3.2 Training:** Advanced training in Tourism Management and/or equivalent.  
Training in Administration and Management.

**3.3 Length and type of practical experience required:** Minimum of four years as Sr. Tourism Officer or equivalent experience.

**3.4 Knowledge of language(s) and other specialized requirements:** Should have a good command over written and spoken Dzongkha and English.

Must have thorough knowledge on principles and various aspects of tourism and related fields and the mission of the Department and overall priorities and objectives of the government.

#### **4. COMPLEXITY OF WORK**

The position occupies the second highest technical tier in the Department in the tourism field reporting to the Chief Tourism Officer. The position also involves thorough knowledge of the tourism sector and its developments as well as the broad and specific objectives and policies of the Royal Government. The position is responsible for assisting the CTO in all judging the development, progress and the overall status of the tourism sector. The position also requires leadership, vision and direction and extensive analytical capability and competency to design steps to resolve various broad problems and ensure organisational priorities and initiatives within the Department as well as with various stakeholders in the tourism industry.

The work requires interaction with all stakeholders of the tourism industry within the country, regional and international tourism bodies, integration of a wide range of issues in developing strategies and plans for the sector. It also requires representing the country's tourism sector in various forums.

#### **5. SCOPE AND EFFECT OF WORK**

Work requires identification of broad issues and provision of inputs to formulation of policy recommendations and changes for the sector. Contribute to the development of strategies, plans and programmes for the tourism sector and ensure the implementation and evaluation of such strategies, plans and programmes. Coordinate with different agencies and stakeholders in identifying concerns of the sector, resources position and development needs for the formulation of appropriate policies, plans and programmes.

The position involves working closely with the CTO in all Divisional functions and the activities of the tourism sector.

#### **6. INSTRUCTIONS AND GUIDELINES AVAILABLE**

##### **6.1 Instructions**

Instructions are minimal received in terms of broad instructions of the CTO and the Director. The position should work independently exercising independent judgement and interpretation.

## **6.2 Guidelines**

Guidelines are in the form of policy documents, rules and regulations. The broad guidelines are interpreted and utilised to formulate strategies, Master Plan and other appropriate guidelines for implementation of the tourism sector plans.

## **7. WORK RELATIONSHIPS**

The work involves a lot of interaction with heads of other agencies, stakeholders, regional and international tourism bodies and also employees within the Department, in the negotiation, planning process, facilitation, mobilization of resources and implementation of activities.

## **8. SUPERVISION OVER OTHERS**

Plan, assign, direct and instruct the subordinate employees of the Division and sections through the Sr. Tourism Officers in carrying out the roles of the Division and sections and also evaluate work and performance in reverse.

## **9. JOB ENVIRONMENT**

The work is mostly sedentary.