



VACANCY NOTICE
HUMAN RESOURCE MANAGER

The Discover Dominica Authority (DDA) requires a suitably qualified professional to fill a leadership/management position of Human Resource Manager.

JOB STATEMENT:

Under the direction of the Director of Tourism and the Executive Director of Discover and Invest Dominica Authorities, the Human Resource Manager coordinates, administers, directs, and develops quality control systems for all activities related to the human resource function for both Authorities.

EDUCATION/TRAINING AND EXPERIENCE:

This position requires a bachelor's degree or equivalent in Human Resource Management or related discipline plus five (5) years relevant work experience or training OR the equivalent combination of education and experience.

The incumbent should have professional level training and working knowledge in:

- Human Resource Information Systems
- Personnel management
- Industrial relations
- Job development and classification
- Team building
- Labour laws
- Corporate communication
- Compensation systems
- Customer service

COMPETENCIES:

- Proficient in the use of Microsoft Office tools
- High level of proficiency in the use of Information and Communication Technologies
- Sound understanding of business principles and the commercial environment within which the authorities operate with the ability to continuously analyse the performance of the human resource needs against current business needs.
- Excellent interpersonal, written, and verbal communication skills
- Ability to plan, prioritize and implement strategic and operational Human Resources activities, while streamlining departmental processes and organizing well-structured teams.
- Ability to achieve high performance, by inspiring and motivating the team as well as having a strong impact on the organizational culture.
- Engage and build relationships with a variety of internal and external stakeholders
- The ability to develop the human capital of the Authorities to achieve the mandates

CONDITIONS OF RECRUITMENT:

The position is to be filled on a contractual basis, subject to renewal upon decision by the Board of Directors.

APPLICATION PROCESS AND TIMELINE:

Indicate your interest by forwarding your Cover Letter, Resume and three (3) references to include at least two (2) most recent employers in sealed envelopes, marked **Confidential Application for the Position of Human Resource Manager**, Discover Dominica Authority and addressed to:

The CEO/Director of Tourism
Discover Dominica Authority
Ground and 1st Floor, 5-7 Great Marlborough Street
Roseau, Dominica
Email: hrd@dominica.dm

Closing date for receipt of applications is December 16, 2022.



VACANCY NOTICE
PRODUCT DEVELOPMENT EXECUTIVE

The Discover Dominica Authority (DDA) requires a suitably qualified professional to fill the position of Product Development Executive.

JOB STATEMENT:

Under the direction of the Product Promotions Manager, the Product Development Executive (PDE) leads the development and implementation of the Product Development plan/activities, guides the development of promotional materials for the niche product markets and maintains communication and productive relationships with key tourism industry stakeholders.

FUNCTIONS:

- **Product Development:** Develops, leads, and implements a product development methodology that will result in recommendations and implementation of new product offerings. The PDE is responsible for driving the making process, ensuring that projects are implemented as planned.
- **Market Research & Intelligence:** Undertakes market research and market intelligence to include surveys and other external data collection strategies to ascertain consumer needs and preferences and new trends within the sector and use to drive decision making. Plans and executes tourism educational programs and tourism sector development programs.
- **Marketing Implementation:** Works in conjunction with the Marketing team to maintain marketing needs required for the product development.
- **Industry Relations:** Develops and implements communication strategies for sustainable relationships with Tourism stakeholders and provides information to stakeholders to develop awareness of market potential, and marketing opportunities among members of the Dominican Tourism Industry.

EDUCATION/TRAINING AND EXPERIENCE:

- Applicants should possess relevant qualifications at Degree level in Tourism and Destination Management, Marketing, Public Relations, or a Business-related field.
- Certification in Product Development would be an asset.
- A minimum of five years' work experience in tourism product development and/or other areas of the tourism industry.
- Sound understanding of tourism sector needs; including health and wellness and community tourism

COMPETENCIES:

- ✓ Proficient in the use of Microsoft Office tools
- ✓ High level of proficiency in the use of Information and Communication Technologies
- ✓ Sound understanding of business principles and the commercial environment within which DDA operates.
- ✓ Excellent interpersonal, written, and verbal communication skills and experience interacting with high profile executives and clients.
- ✓ Strong analytical, organizational and project management skills. Ability to handle multiple tasks and deadlines.

CONDITIONS OF RECRUITMENT:

The position is to be filled on a contractual basis, subject to renewal upon decision by the Board of Directors.

APPLICATION PROCESS AND TIMELINE:

Indicate your interest by forwarding your Cover Letter, Resume and three (3) references in sealed envelopes, marked **Application for the Position of Product Development Executive**, and addressed to:

The CEO/Director of Tourism
Discover Dominica Authority
Ground and 1st Floor, 5-7 Great Marlborough Street Roseau, Dominica
Email: hrd@dominica.dm

Closing date for receipt of applications is December 16, 2022.



VACANCY NOTICE
FESTIVALS & EVENTS MANAGER

The Discover Dominica Authority (DDA) requires a suitably qualified professional to fill a leadership/management position of Festivals & Events Manager (FEM).

JOB STATEMENT:

Under the direction of the CEO/ Director of Tourism of the DDA FEM will be responsible for the promotion, marketing and management of major festivals and special events in Dominica, for example, Carnival, Jazz 'n Creole, and the World Creole Music Festival; and providing effective leadership, accountability, and management of the activities of the unit in driving the events and entertainment pillar. The individual will be expected to work closely with regional and international agencies and stakeholders, and local public and private sector groups, artistes, performers, and the entertainment industry as a whole.

FUNCTIONS

- Ensure adequate pre-planning, implementation, periodic review of plans and programs of the unit and to effectively communicate information through written correspondence, oral communication, preparation of reports and reviews.
- To ensure that the sub-committees for events i.e., WCMF, Carnival, Village Feasts and Festivals are functioning efficiently, effectively, and professionally.
- To organize pre and post event meetings with sub-committees and staff and maintain communication with law enforcement and emergency medical services as key event stakeholders.
- To direct, coordinate and supervise activities of personnel, vendors and subcontractors as required to successfully execute assigned events through a process of event orders submitted through the Chairperson of each sub- committee.
- To develop and maintain effective relationships with service contractors and other suppliers of event services; and to monitor contractual services and delivery and report all deviations to project sponsor within specified period.
- To effectively communicate with up-line management and project sponsors regarding strategic plans, policies and operational programs.
- To demonstrate leadership in effective handling of staff, administrative, budgeting, and other fiscal responsibilities as project manager and lead for each event and in aggregate.

EDUCATION/TRAINING AND EXPERIENCE:

- The successful applicant should have at least five (5) years' experience in a senior management position, be familiar with the art and entertainment industry, computer literate with strong interpersonal and leadership qualities.
- The position calls for a highly motivated individual with a strong capacity for decision-making and good public relations skills. Applicants should possess relevant qualifications or experience in Event Management and Project Management.

COMPETENCIES:

- Proficient in the use of Microsoft Office tools
- High level of proficiency in the use of Information and Communication Technologies
- Sound understanding of business principles and the commercial environment within which Discover Dominica Authority operate
- Excellent interpersonal, written and verbal communication skills

CONDITIONS OF RECRUITMENT:

The position is to be filled on a contractual basis, subject to renewal upon decision by the Board of Directors.

APPLICATION PROCESS AND TIMELINE:

Indicate your interest by forwarding your Cover Letter, Resume and three (3) references to include at least two (2) most recent employers in sealed envelopes, marked **Confidential Application for the Position of Festivals & Events Manager**, Discover Dominica Authority and addressed to:

The CEO/Director of Tourism
Discover Dominica Authority
Ground and 1st Floor, 5-7 Great Marlborough Street
Roseau, Dominica
Email: hrd@dominica.dm

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THE NATURE ISLAND

VACANCY NOTICE
MARKETING EXECUTIVE

JOB STATEMENT:

The Discover Dominica Authority (DDA) is seeking to employ a **Marketing Executive** responsible for the Caribbean Market.

FUNCTIONS:

Under the direction of the Destination Marketing Manager, the Marketing Executive:

- Develops and implements marketing concepts and programmes for assigned territory to include the French West Indies (*Guadeloupe and Martinique*)
- Manages yearly marketing plan for assigned geographic market
- Monitors and evaluates marketing performance in assigned market
- Liaises with the Product Development team on niche product development requirements
- Responsible for market segmentation and related campaign planning, launches and related marketing services
- Develops communication strategies for sustainable relationships with Tourism stakeholders and evaluates the effectiveness of the communication programme;

EDUCATION/TRAINING AND EXPERIENCE:

- Relevant qualifications at Degree level in Marketing or a Business-related field
- At least two (2) years work experience in the Tourism Marketing or in the Tourism Sector

COMPETENCIES:

- Ability to speak a foreign language (French and or Creole)
- Proficient in the use of Microsoft Office tools and in the use of Information and Communication Technologies
- Sound Marketing experience and customer orientation
- High level of proficiency in the technicalities of the marketing profession e.g. branding, digital marketing
- In-depth knowledge of the specific markets and product niches for which he/she is operationally responsible for developing
- Sound understanding of business principles and the commercial environment within which the Dominican Tourism Industry operates
- Excellent interpersonal, written and verbal communication skills
- Strong analytical, organizational and project management skills. Ability to handle multiple tasks at one time including managing clients and deadlines

CONDITIONS OF RECRUITMENT:

The position is to be filled on a contractual basis, subject to renewal upon decision by the Board of Directors.

APPLICATION PROCESS AND TIMELINE:

Indicate your interest by forwarding your Cover Letter, Resume and three (3) references in sealed envelopes marked **Application for the Position of Marketing Executive**, and addressed to:

The CEO/Director of Tourism
Discover Dominica Authority
Ground and 1st Floor, 5-7 Great Marlborough Street Roseau, Dominica
Email: hrd@dominica.dm

Closing date for receipt of applications is December 16, 2022