



The Tobago Hospitality & Tourism Institute (THTI) is excited to announce opportunities for career advancement within our esteemed institution. We invite suitably qualified individuals to apply for the following positions:

CHIEF EXECUTIVE OFFICER

JOB SUMMARY:

The Chief Executive Officer reports to the Chairman, Board of Directors and provides the leadership in the strategic direction of the organization, within the framework set out by the Board of Directors and the Tobago House of Assembly through its line Secretary.

Work involves the engagement of the executive management team to fulfill the overall strategic goals and objectives, delivering updates to the Board on performance targets, and acting on feedback for the purpose of continuous improvement. The Chief Executive Officer also sets the tone for the work environment and culture best suited to drive success, engender a solid work ethic and deliver service excellence.

DUTIES & RESPONSIBILITIES:

- Spearheads strategic planning and policy formulation by engaging in discussions with stakeholders (e.g., the Board of Directors, heads of departments/sections/units, relevant Tobago House of Assembly line ministry, external consultants) on the development and implementation of the strategic plan.
- Provides overall guidance and direction to Managers directly under his/her supervision in the meeting of corporate objectives and liaises with other key organization personnel where necessary in the achievement of functional objectives.
- Monitors the performance of Managers under his/her direct supervision, through the established departmental plans and their indicators/targets.
- Ensures reliable and timely financial management and reporting, as well as prudent management and control of limited resources and funding.
- Ensures the cost effectiveness, economic viability and world class quality of products and services provided by the organization.
- Provides transformational and inspirational leadership to drive innovative, high-performance standards and customer service throughout the organization.
- Builds local and international networks, to advance the organization's mandate.
- Communicates with key stakeholders of the organization to ensure the maintenance of customer satisfaction levels as outlined in the Corporate Strategic Plan.
- Intervenes where necessary in the day-to-day running of the organization to ensure the maintenance of a corporate culture that is in accordance with the organization's mission and vision.
- Liaises with the Board of Directors for effective facilitation and sponsorship of all resources and technology required to meet corporate goals and objectives.
- Participates in and contributes to the outcomes of designated Board Committees.

- Represents the organization in meetings and events which are relevant to the organization's overall business objectives and corporate image.
- Ensures that the organization complies with all statutory and regulatory requirements and standards relevant to all of the organization's business.
- Performs other assigned duties commensurate with the position

TECHNICAL COMPETENCIES:

- Strategic Management and Budgetary Planning
- Commercial awareness: ability to understand how the business generates income
- Forward thinking, ability to manage complex organizations
- An agile learner and ability to navigate any situation
- Excellent communication and negotiation skills, able to command respect at every level of interaction and be able to deliver win-win results.
- Results-oriented and able to lead and motivate diverse teams and professionals to advance workplace objectives and teamwork.
- Solutions-oriented.
- Public Relations savvy, and advanced emotional intelligence,
- Ability to analyze complex data and processes to identify areas for improvement.
- Effective problem-solving skills to address deficiencies and implement continuous improvement initiatives.
- General Policy and Procedure Development, implementation and Review
- Communication and Active Listening: makes link between the employee, different stakeholders, at different levels of authority and influence.
- Relationship Management and building alliances skills
- Customer focused acumen and orientation

LEADERSHIP:

- Strategic Leadership
- Managing Resources
- People Leadership
- Business Acumen

QUALIFICATIONS & EXPERIENCE:

- Master of Education or Management Degree from a recognised tertiary educational institution.
- Doctoral qualifications in Education would be a definite asset.
- At least fifteen (15) years managerial experience
- Experience in a tertiary level teaching facility environment would be an asset
- Experience in a public service environment would be an asset
- Experience in the Tourism and Hospitality industry would be an asset.