



<https://website.crosq.org/job/cto-secretary-general/>

## Secretary General – Caribbean Tourism Organization

### Description

The Caribbean Tourism Organization (CTO) is seeking to fill the position of Secretary General & Chief Executive Officer. The Secretary General is the chief spokesperson of the CTO, and as Chief Executive Officer, is responsible for implementing the vision of the organization based on the strategic direction set by the Council of Ministers and Commissioners of Tourism and the Board of Directors.

Please visit the Caribbean Tourism Organization's website at [www.OneCaribbean.org](http://www.OneCaribbean.org) for a detailed job description and further details.

The deadline for application is **3 March 2023**.

### Hiring organization

Caribbean Tourism Organization

### Employment Type

Full-time

### Date posted

February 2, 2023

### Valid through

03.03.2023



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## **SECRETARY GENERAL & CHIEF EXECUTIVE OFFICER**

### **JOB SUMMARY**

The Caribbean Tourism Organization (CTO) is seeking to fill the position of Secretary General & Chief Executive Officer. The Secretary General is the chief spokesperson of the CTO, and as Chief Executive Officer, is responsible for implementing the vision of the organisation based on the strategic direction set by the Council of Ministers and Commissioners of Tourism and the Board of Directors.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Educated to at least a Bachelor's degree in Business Administration, Tourism, Management, Marketing, International Relations or other relevant fields; a Master's degree is preferable.
- Minimum of ten (10) years' experience working at a senior/ executive management level, leading a team of at least 15+ employees and significant revenues of \$3-5 million annually in a multifaceted business.
- Fluency in English is required. Language skills in French is preferred, and Spanish
- Extensive experience in strategic planning, business development, and policy formation and implementation.
- Extensive experience in forging beneficial partnerships with regional and international donor communities, development agencies, and private sector while securing funds for programme and project development.
- Proven experience and positive track record in collaborating and building relationships with intergovernmental bodies, senior government representatives, and civil society.
- Substantial experience in developing and implementing innovative measures in relation to tourism competitiveness at the national, regional or international level.
- Experience working in an environment of pressing deadlines, ambiguity and changing priorities; working well under pressure, and multi-tasking on a daily basis.

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