

VACANCIES

The Tobago Festivals Commission Limited is seeking to recruit suitably qualified and experienced persons to fill the following vacancies:

- **Finance & Accounts Manager**
- **Procurement Manager**
- **Marketing and Communications Manager**

Candidates are asked to send their letter of application, CV and copies of their qualifications/certifications to hr.tfcl@gmail.com no later than 5.00 p.m. on November 29, 2019. Only short-listed applicants will be contacted.

FINANCE AND ACCOUNTS MANAGER

POSITION CLARIFICATION:

This position has the responsibility of the provision of sound financial management, accounting support and finance support services to all Units within the Tobago Festivals Commission Limited. The incumbent will review, update and manage the Unit financial system and processes to ensure its efficiency and appropriateness to internationally accepted accounting standards.

KEY AND CRITICAL RESPONSIBILITIES include:

1. Management of the day to day operations of the Finance function within the Tobago Festivals Commission to ensure the timely completion of monthly, quarterly and annual financial reports according to internationally accepted accounting standards.
2. Advises all areas within the Company with preparation and management of their budgets, compiles the company's annual subvention budget, prepares the monthly financial statements, and other supporting reports.
3. Provides professional advice to Executive Management on internal control systems and state of the company's financial affairs.
4. Analyses and reports monthly on the financial performance of the Tobago Festivals Commission Limited.
5. Ensures that all Finance and Accounting policies and procedures are developed and implemented to assure the effective management of the company's finance function.
6. Prepares costing of the Tobago Festivals Commission Event Management services to identify breakeven of financial contribution.
7. Manages payroll function, receivables, payables, General Ledger and Purchasing to ensure that financial records adequately support the annual financial statements.
8. Administering the efficient functioning of the company's accounting systems.
9. Reviews and supervises the posting of journals, cheque payments, sales, purchase invoices, payroll and other financial transaction etc.

10. Reviews and approve of Purchase Orders.
11. Manages the cash flow to ensure it is adequate to meet the organisation's obligations.
12. Confirms that the financial schedules and supporting documents are collated and packaged for the Company's External Auditors and Internal Audit Unit.
13. Follows up the implementation of internal and external audit recommendations to address the issues raised by External and Internal Audit.
14. Interfaces with the line Division in respect of the budget releases and submissions and ensures timely submissions of monthly reports.
15. Coordinates the preparation of Financial Reports for submission to key stakeholders.
16. Attends briefings, evaluation committee meetings, workshops and conferences as required
17. Performs other tasks as required

KEY COMPETENCIES:

- Leadership skills
- Strong contract and negotiation skills
- Strong communications skills
- Ability to motivate professionals on a team
- Skills in the use of relevant accounting software
- Analytical skills
- A minimum of at least (3) years' experience in Public Sector Accounting
- Experience working in teams

KNOWLEDGE AND EXPERIENCE:

- At least 8 - 10 years' experience in an accounting and financial management environment
- At least 5 years' supervisory or managerial experience of an accounting team

- Detailed knowledge of the principles, techniques and practices of generally accepted accounting principles, International Financial Reporting Standards, local applicable tax laws and regulations
- Extensive knowledge and experience in financial and accounting functions and the use of finance and accounting software. Experience in Dynamics SL and HrP5 would be an asset.

QUALIFICATION/CERTIFICATION

- ACCA, CA, CIMA Professional qualification
- Post graduate training/education in Business Management, Finance and Economics or any other related discipline would be considered an asset

PROCUREMENT MANAGER

POSITION CLARIFICATION:

The Procurement Manager will be recognised as the company expert in procurement by reducing costs, adding value, reducing risk and giving professional advice. You will also lead and direct the procurement department to ensure commercial leadership and direction to project teams involved in the procurement of goods and services for the Tobago Festivals Commission Limited.

The Procurement Manager will also be responsible for leading the Company's total procurement and disposal of public property efforts, in a manner designed to achieve the objects of the Public Procurement and Disposal of Public Property Act 2015, as amended. The Procurement Manager collaborates with department heads and budget holders and develops organisational procurement strategies to support the achievement of the Corporation's strategic mandate; manages the procurement and disposal functions; develops the Annual Procurement Plan; reports on performance against the Annual Procurement Plan; and makes recommendations for improvements in the performance of the functions.

KEY AND CRITICAL RESPONSIBILITIES include:

1. Develops and delivers a procurement strategy across the Tobago Festivals Commission Limited to deliver the target benefits and financial savings to the organisation.
2. Analyses the organisation's mandate and budget and assesses its procurement portfolio within this context.
3. Analyses annual expenditure and determine spend categories for goods, works and services.
4. To contribute to developing and maintaining relationships as appropriate with the Tobago House of Assembly stakeholders, other Government departments, and other key external stakeholders, to shape and influence Festivals related procurement strategies on the Festivals Tourism agenda, to ensure that they are consistent with and support key stakeholders priorities and strategies
5. Assess procurement risks and makes necessary adjustments to spend categories.

6. Responsible for developing and maintaining compliance with the Tobago Festivals Commission Limited Procurement policy
7. Develops and agree the annual procurement plan with Heads of Units for approval of the General Manager
8. Determines how the management of the procurement portfolio can be optimized including objectives, strategies, organisations, policies and procedures and capabilities that are applied.
9. Develops the annual procurement schedule and manages the procurement department including setting targets, monitoring performance and historical data
10. Establishes new processes and systems for effective procurement across the Tobago Festivals Commission Limited
11. Manages, the procurement function in accordance with the Approved Procurement Plan.
12. Lead the organisation in identification, assessment and management of potential risks associated with differing sourcing strategies.
13. Review and access the quality and content of all submissions to the Board related to the procurement activities of the Company.
14. Manages the receipt of bids, bid opening and coordinates the evaluation of bids
15. Define and manage key supplier relationships to deliver breakthrough performance in cost, service and quality, including technical input to negotiations on strategically significant contracts and negotiation and management of third party service providers.
16. Obtains and evaluates regular feedback from stakeholders, client and staff, and analyses data derived from procurement monitoring systems to improve management of the function.
17. Develops and agree annual departmental cost savings targets for the annual budget process
18. Produce regular reports on performance and provide comprehensive management information and in-depth analysis when requested including spend analysis, savings secured and potential
19. Works to specific professional guidelines and legislation and guidance from the Board of Directors to ensure compliance with relevant legislation.
20. Networks with CPOs from other entities to identify and share practice improvements.

21. Reviews and file for completeness and forwards to the Procurement and Disposal of Public Property Committee for review.

KEY COMPETENCIES:***Knowledge, Skills & Experience:***

- At least 5-8 years' of procurement experience
- At least 3 years' progressive experience in a leadership/ management role
- Experience in managing cross-functional relationships and stakeholder relationships.
- Excellent knowledge of Government and public sector procurement processes and procedures
- Proven experience of leading procurement in a complex environment with a high level of uncertainty around predicted or future demand
- Experience of working with a fragmented user base in multiple locations
- Recognised as a procurement professional, with significant previous procurement experience with responsibility for delivery of procurement benefits including financial savings.
- Ability to negotiate at the highest levels with suppliers
- Effective stakeholder management and ability to develop positive relationships with others (internal and external)
- Expert knowledge of procurement tools & techniques
- Predominantly responsible for the prioritising of his/her own workload, and undertakes work and or projects as requested by the Executive / Directors
- Autonomous role and must possess the ability to take the initiative.
- Ability to influence and at ease presenting to Board of Directors level (internal and external)
- Strong influencing skills at senior levels to influence acceptance of a new way of working
- Excellent analytical, interpersonal, and project management skills
- Excellent team management and people skills are essential.
- Good IT skills to include wide experience of word documents, Excel spreadsheets etc, including PowerPoint
- Excellent organisational skills

- Managing and mentoring a dynamic team of procurement professionals.

QUALIFICATION/CERTIFICATION:

- Undergraduate Degree in Management or similar relevant discipline or recognised equivalent;
- MCIPS or CPSM designation would be ideal
- Project Management, planning and scheduling qualification would be considered an asset.

MARKETING AND COMMUNICATIONS MANAGER

POSITION CLARIFICATION:

The Marketing and Communications Manager is responsible for developing and implementing marketing strategies and initiatives to support the overall business strategy and goals of the company, promote its vision and values. The incumbent works in partnership with Executive Management and business units to develop and implement marketing and communication strategies which support the company's growth objectives. The scope of responsibility spans both internally focused communications and externally directed communications in keeping with overall marketing objectives.

KEY AND CRITICAL RESPONSIBILITIES:

General

1. Develops and implements appropriate delivery channels for marketing and information-sharing other types of effective and efficient communication tools.
2. Develops and writes content for marketing, including "news and announcements" stories, articles and memos to share information about the company.
3. Develops marketing strategies and implement initiatives to support business objectives, partnering with corporate functions and business units in the development and execution of the strategies.
4. Supports Executive Management in the conceptualisation and preparation of advertisement design, branding material and art work.
5. Develops and implements marketing standards, policies and procedures to ensure consistency in messaging and graphics.
6. Prepares of promotional materials for event launch, website content, signage, advertisement and other market related projects.
7. Develops and implements marketing initiatives and company-sponsored events to promote participation and support local community activities.
8. Develops and provides content for company brochures and other promotional material.
9. Prepares of company newsletter as required.
10. Tracks all marketing and sales data and prepares and submits weekly and monthly reports and verbal presentations to the Board and Senior Executives.
11. Develops corporate contribution strategy that is aligned with the company's mission and values. Develops and implements structure and manage appropriate budget for the marketing and promotional activities.
12. Prepares sponsorship packages and proposals,

Marketing Communications

1. Develops trade media strategy and implement related initiatives to build company brand identity in marketplace.
2. Partners with events/sales/business development groups to plan and coordinate trade shows/events, providing expertise in marketing messaging, content and delivery.

3. Creates and manages marketing, advertising and promotion budgets within stated parameters.
4. Provides guidance and supports in messaging and creative services in the development of sales and marketing collaterals.
5. Collaborates with the Tobago Tourism Agency Limited and other government institutions

Strategic Marketing

1. Develops and implements marketing plans to support company activities.
2. Creates internally focused messaging delivered through effective and efficient marketing channels to support change management and business transformation initiatives, including culture development.
3. Assists in the planning and preparation of presentation content and delivery format for corporate-wide events.

Public Affairs

1. Recommends and supports involvement in Festival and Cultural related events that are aligned with the company's mission on a local, regional and/or national basis in keeping with the Company's corporate social responsibility.

KEY COMPETENCIES:

- social media skills
- Strong analytical and organizational skills
- Interpersonal skills, including the ability to collaborate and communicate with all levels of employees and management and make effective presentations
- Demonstrated ability to lead cross-functional teams.
- Demonstrated ability to develop and implement creative solutions

KNOWLEDGE AND EXPERIENCE:

- 5- 8 years progressive experience in a marketing function
- At least three (3) years of relevant experience; at a supervisory/management level
- 3 – 5 cumulative experience in each of the following functional areas - Marketing Communications, Strategic Marketing, Public Affairs, Branding
- Superior verbal and written communication skills, with a demonstrated ability to write communications clearly, concisely and effectively

- Demonstrated ability to develop marketing strategies which support business objectives
 - Demonstrated working knowledge in the field of electronic communication, including
 - Training in Graphic Design/Desktop Publishing would be ideal
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QUALIFICATION/CERTIFICATION:

- A Bachelor's Degree in Marketing, Public Relations, Business Administration, Mass Communications or related field is required
- Post Graduate qualification in Marketing, Communications or related field would be an asset
- Advanced Certification in a related field from a recognized institution would be required