



NOTICE OF VACANCY

The Tobago Festivals Commission Limited (TFCL) is seeking to recruit a suitably qualified and experienced candidate to fill the following position:

- **Chief Executive Officer** (see below for Job Description)

Interested applicants are kindly asked to submit their Cover Letters and CVs to corpsec.tfcl@gmail.com. All applications must be addressed to the Chairman of the Board of Directors, Tobago Festivals Commission Limited. The name of the position being applied for should be included in the subject of the email. The deadline for application is **July 13, 2020 at 4:00 p.m.**

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer reports directly to the Chairman of the Board and is responsible for informing and advising the Board on the development and implementation of the organisation's strategies and policies; providing overall management direction and strategic leadership to the organization while ensuring effective and proper management of the organisation's resources; developing and monitoring the corporate plans and reviewing all systems and procedures to ensure compliance with the organization and established government regulations.

KNOWLEDGE AND EXPERIENCE:

- Minimum of ten (10) years' experience at executive management level, five (5) years of which should be in the public sector.
- Demonstrated experience in building and sustaining a range of partnerships with stakeholders and the public; establishing credibility both internally and externally; writing effective documents including Board papers, business and strategic plans, and present and discuss same.
- Extensive knowledge of the culture and tourism sector.
- Well-developed analytical skills, political acumen.
- Ability to interact with the corporate world and public sector.
- Strong contract and negotiation skills.

QUALIFICATIONS:

- Postgraduate qualification in Business Management, MBA and/or Arts and Cultural Enterprise Management.
- Undergraduate degree in the Humanities or Social Sciences from an accredited institution or professional certification or equivalent combination of qualifications, training and experience.