



CHIEF EXECUTIVE OFFICER

Applications are called for the Position of Chief Executive Officer of the SPTO. The current CEO will complete his term of contract in October 2006, and the Board seeks applications for his post.

The SPTO is a regional organization formed by several countries in the mid-1980's for joint promotion of the region as a tourist destination. SPTO's other principal role includes fostering regional cooperation in the development of tourism and to undertake regional initiatives in the fields of tourism marketing and promotion, research and development and training.

The Pacific member countries of the SPTO are: Cook Islands, Fiji, French Polynesia (Tahiti), Kiribati, New Caledonia, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. The People's Republic of China is the latest member of the SPTO. The head office is located in Suva, Fiji. As well as its 13 government members, SPTO has over 170 private sector members or TIMs (Tourism Industry Members), and continues its drive for more TIMs.

The Board of Directors seeks someone to carry on with the strong development of SPTO over the last 5 years. This person will need to have the educational qualifications and wide ranging skills and standing to develop further this organisation in its role in the region.

The appointment is for 3 years, renewal upon satisfactory performance.

Main Duties and Responsibilities

The main duties and responsibilities of the CEO are as follows:

- Act as Secretary to the Council of Ministers of Tourism, the Board of Directors, and such Committees or working groups that may be established by the Council and the Board.
- Convene the Council's Annual Meetings, the Board's general meetings, and the SPTO biennial tourism conferences, and service them and their committees, including the preparation of progress and other reports, papers and submissions and maintenance of Minutes or Summary Records of Decisions.
- Prepare and report to the Board and Council on policies, strategies, plans and work programmes activities of the SPTO at specific meetings, and as otherwise required by the Board and Council.
- Develop a regional approach to marketing and co-ordinate marketing activities for both government and private sector members.

- Prepare tourism position policy papers required for regional and international meetings and negotiations.
- Review SPTO's Regional Tourism Strategy & Regional Marketing Plan from time to time, and prepare policy papers linking tourism to priority global issues, including poverty reduction, sustainable development, gender issues and others.
- Make recommendations to the Board in respect of any changes relating to the administration, management, budget and organisational structure of the SPTO, its programmes and activities.
- Prepare SPTO's Annual Report, Annual Operations and Work Programme Budgets, and maintain appropriate accounts and records, including the submission of the audited accounts to the Board and Council.
- Appoint all SPTO staff and to supervise and direct them in the execution of their duties and responsibilities.
- Liaise with potential donors with a view to attracting financial and technical support for the SPTO and its member countries.
- Represent the SPTO within and outside the region, particularly with other tourism interests in the region, other political, technical and educational organizations and institutions in the region, and with international tourism organizations.
- Undertake recruitment and expansion of both country and private sector membership of the SPTO.
- Negotiate contracts with consultants and outside parties that from time to time conduct consultancy assignments for the SPTO.
- Undertake any other matters as directed by the Board and Council.

Important Skills and Qualifications to have:

- University or professional degree in one or more of the following disciplines: tourism, marketing, business administration, finance, economics, and other relating disciplines. However, an applicant without a degree can still be considered provided he has proven extreme successful management experience and record.
- Good leadership qualities, with at least five years at an executive or senior management level with wide ranging experience in both public and private sector, and has had the experience to lead a team of professional and technical staff.
- Strong financial background, and a good knowledge of the members countries and donors, to be able to liaise and negotiate with them increased funding to meet the fast increased growth of the organisation.
- Good knowledge of the member countries, especially social, cultural and economic attributes of the region.
- Excellent interpersonal skills and marketing skills to boost relationships with both country and private sector members, and to be able to meet their diverse needs and demands.
- Excellent written and oral communication skills.

Salary and Other Benefits

The post offers an attractive base salary and other benefits that include housing and education allowances. The starting salary depends on experience and qualifications. Salaries and allowances for the successful candidate outside Fiji would be paid free of tax. Other benefits for the posts include an annual leave of 25 working days, medical insurance, contribution of 8% of the base salary to provident fund, payment of relocation, airfares and removal expenses at the end of contract.

Address and Closing Date for Applications

Applications for the position should be in the form of a covering letter and current CV detailing how you see your skills and experience meeting the requirements of the position. Applicants should provide names and contact details of three referees.

The deadline for all applications is 4:00pm, Wednesday 31st May 2006. All applications should be addressed to:

*Mr Viliame Gavoka, Chairman of SPTO Board of Directors. P.O.Box 9217,
Nadi, Fiji Islands. Fax: 679-672 014, Email: vgavoka@fijifvb.gov.fj*

Applicants must be an indigenous or permanent resident of SPTO member countries.