



Project Management Professional (Tourism Specialist)

- **Vacancy for:** 1
- **Posted on:** Dec. 9, 2018
- **Deadline:** Dec. 18, 2018, 5 p.m.

No. of Vacancies: 01

Location: Kathmandu

Duration of contract: Till 31st March 2019 (subject to extension)

Joining date: Immediate

Job Description:

- Lead activities related to preparation of pre-feasibility and feasibility level studies documenting the viability of the tourism related projects outlining the economic, technical, social and institutional viability of investment including the social and market demand of various related projects
- Develop a comprehensive marketing and promotion plan for attracting potential investors for various tourism related projects and mobilize strategies to package the project with an objective to showcase the project in the upcoming Nepal Investment Summit 2019 event for potential investors
- To study and analyze 4 A's of tourism (attraction, accessibility, accommodation and amenities) for the various tourism related projects at IBN
- To forecast and project the impacts of tourism development on society, culture, biodiversity, environment and economy at various provincial and national level
- Developing, planning, directing and coordinating activities of project/s in the areas of Tourism and other related infrastructure projects.
- Developing project plans that identify key issues, approaches and performance metrics
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project and determine required resources to execute, implement and complete the project;
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Determine the objectives and measures upon which the project will be evaluated at its completion Planning and scheduling project timelines and milestones
- Formulating risk management matrix, plans, implementation and risk management strategies
- Tracking project deliverables and monitoring quality assurance measures
- Controlling project variances through different project management tools and techniques
- Implementing and managing project changes and interventions and controlling project budgets
- Developing, submitting and presenting reports on project progress to CEO of OIBN and Senior Management
- Maintaining communication with project stakeholders and manage expectations
- Evaluating projects and assessing results
- Working with existing team to strategize continuous delivery and make recommendations to the Senior Management for improvements
- Working on complex problems/projects where analysis of situations or data requires an in-depth evaluation of multiple factors
- Managing and leading a program involving multiple functions and project teams to promote quality culture and driving the quality improvement processes
- Driving innovation and integration of new technologies and quality initiatives into projects and activities in the organization
- Prepare a project plan up to the start of project implementation and agree tasks within the team and monitor progress on a weekly, monthly and quarterly basis
- Report progress against planned activities at the end of each quarter as part of a consolidated report on all the assignments
- Any other activities and roles assigned by CEO of OIBN and Senior Management.

Education:

- Master's degree in Economics, Business Administration, Project Management or other relevant field (specialization in Tourism Industry is a distinct advantage)

Knowledge, skills and abilities:

- Professional Knowledge of project management and proficiency in the use of computers for Word processing, Microsoft Project, Project management tools, database & Excel.

Experience and Competencies:

- At least 5 years of professional experience in tourism sector across various segments of tourism with specific experience in tourism development and planning, tourism infrastructure with an acumen to commercially package and promote tourism products and destination with the competencies in some or all of the (i) Self-motivated, (ii) Team player (iii) behave ethically (iv) communicate effectively (v) foster teamwork (vi) lead, organize, plan, execution and (vii) solve any kind of complex problem or cope any complex situation,

Working Conditions:

Project Management professionals are assigned to work in IBN Office's own designated station in line with set days and office hours. However, the job also requires off-hour works to complete the assigned task within stipulated time and occasional trips out of the working station also fall under the assignment.

Applying Procedure

Eligible candidates should apply before 17:00 hrs on the **18 December 2018** by submitting their CV and a cover letter via email to appiicnepal@gmail.com. Candidates should reference the position in the email subject line. Applications are welcomed from all parts of the community and we positively encourage interest from women, Dalits, disadvantaged Janajatis and Madhesis. We encourage applicants to visit the websites ibn.gov.np for information about IBN's projects and imcworldwide.com for information about IMC Worldwide.

A panel of experts from APPIIC and IBN will shortlist applications for interview. The decision to shortlist candidates lies solely with APPIIC and therefore cannot be challenged. Successful applicants will be notified at the earliest possible date and are discouraged from contacting APPIIC regarding the outcome of their application.

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