



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Travel Officer

DEPARTMENT: Ministry of Finance, Investment & Trade

MINISTRY: Ministry of Finance, Investment & Trade

LOCATION: The job is based in Providenciales but at the discretion of the TCI Public Service it may be relocated to another part of TCI.

JOB SUMMARY:

To coordinate and administer official Government travel arrangements, ensuring that travel requests are processed efficiently, economically, and in accordance with the Turks and Caicos Islands Government Travel Policy.

KEY DUTIES AND RESPONSIBILITIES:

Travel Coordination

- Process travel requests submitted by Ministries and Departments
- Verify travel authorizations and approvals.
- Arrange and issue airline tickets and travel itineraries.
- Coordinate domestic and international travel bookings.
- Assist with travel amendments, cancellations and emergency travel requests.

Customer Service

- Serve as the primary point of contact for Government employees regarding travel arrangements.





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- Provide advice on travel procedures and requirements.
- Liaise with airlines, travel agencies and other service providers.

Records and Administration

- Maintain accurate travel records and databases.
- Monitor ticket utilization and unused tickets.
- Prepare travel reports and statistical information.
- Assist with reconciliation of travel invoices and expenditures.
- Processing of travel related expenditure in TCIG's accounting system

Compliance

- Ensure travel requests comply with Government travel policies and procedures.
- Identify and report non-compliant travel requests.
- Assist with travel audits and reviews.

QUALIFICATIONS and EXPERIENCE:

Qualifications:

- Associate Degree or Diploma in Business Administration, Tourism, Hospitality, Public Administration, or a related field.

Experience:

- Minimum of three (3) years' experience in travel administration, airline ticketing, customer service or administrative support.
- Experience working with travel reservation systems would be an asset.

SALARY: Grade 5.1 - \$38,691.00 per annum





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Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

