



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: TOURISM REGULATION DEVELOPMENT SPECIALIST

DEPARTMENT: TOURISM REGULATIONS

MINISTRY: MINISTRY OF TOURISM, AGRICULTURE, FISHERIES AND MARITIME & ENVIRONMENT

LOCATION: PROVIDENCIALES

JOB SUMMARY:

This is a strategic and analytical role within the Department of Tourism Regulations, focused on strengthening the tourism policy and regulatory ecosystem through research, data analysis, and stakeholder coordination.

The post holder leads the identification of policy, regulatory, and standards gaps, monitors global and local tourism trends, and provides evidence-based recommendations to support a modern, competitive, and sustainable tourism sector.

The role works across ministries, the DMO, and industry stakeholders to ensure alignment between policy intent, regulatory frameworks, and implementation, while supporting continuous improvement of the tourism regulatory system beyond compliance enforcement, whilst leading DTR Unit Leads in monitoring implementation of the annual strategic plan, addressing challenges, and driving solutions.

The role incorporates data-driven regulatory analysis to provide strategic advice to senior leadership on tourism trends, risks, and sector performance, and to ensure coordinated regulatory implementation across the Quality Assurance, Training & Certification, Communication, and Monitoring & Evaluation units.

It further ensures that tourism regulations, particularly within the quality assurance sector, are aligned with international best practices and responsive to evolving market dynamics.

KEY DUTIES AND RESPONSIBILITIES:

1. Policy Research, Trends & Intelligence

- Lead ongoing research and analysis of tourism trends, market dynamics, and emerging risks.





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- Develop quarterly tourism policy intelligence briefs to guide strategic decision-making.
- Monitor global best practices and assess relevance to TCI.

2. Regulatory & Policy Gap Analysis

- Conduct systematic reviews of the tourism regulatory and policy framework to identify gaps, overlaps, and inefficiencies.
- Map inter-ministerial regulatory responsibilities and recommend alignment improvements.
- Identify areas where new policies, standards, or regulatory reforms are required.

3. Policy & Regulatory Development Support

- Support the development and updating of tourism regulations and policies based on evidence, stakeholder input, and sector needs.
- Translate research findings into practical policy and regulatory recommendations (not just legal drafting).

4. Data-Driven Advisory & Strategic Input

- Use data analytics to identify:
 - Compliance patterns
 - Sector risks
 - Performance gaps
- Provide forward-looking insights (not just retrospective reporting).

5. Cross-System Coordination

- Coordinate with:
 - Ministry of Tourism
 - Other ministries (health, environment, finance, etc.)
 - DMO (quality assurance, tourism intelligence & voluntary standards)
- Ensure policy coherence between mandatory regulations and voluntary standards systems

6. Standards & Quality Framework Alignment

- Support alignment between:
 - National regulations





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- International standards (ISO, Green Globe, etc.)
- Identify opportunities to strengthen quality, sustainability, and competitiveness frameworks.

7. Stakeholder Engagement & Knowledge Translation

- Engage industry stakeholders to gather insights on:
 - Regulatory challenges
 - Implementation or Enforcement gaps
- Translate complex policy into clear guidance and recommendations.

8. Monitoring, Evaluation & Continuous Improvement

- Support development of regulatory performance indicators.
- Monitor effectiveness of policies and recommend adjustments.
- Contribute to a continuous improvement loop, not just compliance tracking.

KEY RESULTS AREAS:

- Effective development of strong evidence-based tourism policy and regulatory system that enhance sector competitiveness, resilience, and sustainability, and demonstrated clear identification and closure of policy and regulatory gaps.
- Data-informed decision-making and strategic advisory support to leadership.
- Improved regulatory compliance, quality standards, and accommodation sector oversight.
- Improved alignment across ministries / agencies with strong cross-unit coordination and adoption of international best practices.

ESSENTIAL DUTIES:

Skills/Qualifications/Competencies:

- Bachelor's degree in Law, Public Policy, Tourism Management/ Tourism Development, Economics, data analytics /statistics or a related field.
- Postgraduate qualification (desirable) in Tourism Management / Development, Public Policy or Regulatory Governance, Data Analytics, Statistics, or a related discipline.
- Minimum of four (4) years' relevant experience in a senior or middle management role.





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- Experience in Monitoring and Evaluation (M&E), Quality Assurance (QA), or training systems is an asset.
- Strong analytical skills with the ability to research, interpret, and apply data and regulatory frameworks to inform decision-making.
- Ability to analyze complex policy and regulatory frameworks, strong research design and methodology skills, ability to apply data analysis and evidence-based approaches to identify trends, risks, policy and regulatory gaps, Competence in evidence-based decision-making
- Excellent communication and presentation skills, with the ability to convey complex information clearly to a wide range of stakeholders.
- Strong project management skills, with the ability to manage multiple priorities, tasks, and deadlines effectively.
- Sound knowledge of the tourism industry, including trends, challenges, and best practices.
- Good understanding of government regulations, policies, and legislative processes related to the tourism sector.
- Strong organizational skills and attention to detail.
- Ability to think strategically and creatively to address challenges related to tourism growth and development.
- Demonstrated ability to work independently and collaboratively within a team environment.
- Strong interpersonal and stakeholder engagement skills, with the ability to build and maintain effective working relationships.

SALARY: Grade 7.1 \$54,670.00

APPLICATION PROCEDURE

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.

