

Vacancy: Manager: Knowledge Management and Strategic Projects

The Tourism Business Council of South Africa, an organised business membership driven umbrella organization in the travel and tourism sector is looking for a self-motivated and hardworking individual to manage its Knowledge Management and Research portfolio. The incumbent should have a minimum of a Commerce or Humanities/Social Sciences degree, with Economics and research methodology being one of the courses studied, as well as knowledge of statistics. An Honours Degree in the specified disciplines will be an added advantage. The successful candidate will work with and report to the General Manager for Policy Analysis and Strategic Projects.

Overall Job Purpose: to carry out and manage research and selected strategic projects within the organisation in order to ensure that members of the TBCSA are well informed about developments and issues that may affect the travel and tourism sector from time to time.

The candidate will be expected to do the following:

- Manage the organisation's Knowledge Management function. This is essential for ensuring that the TBCSA becomes the "go to" organization when it comes to business information and knowledge about the travel and tourism sector.
- Analyse and disseminate the results from the research studies conducted by the Council and from other sources.
- Leverage funds through partnership to enable the Council to embark on strategic projects and research studies
- Manage identified and existing TBCSA strategic projects and report on project progress as required
- Collaborate with key partners and stakeholders of the TBCSA in the overall coordination and management of the TBCSA project initiatives and research
- Produce and share travel and tourism information such as trends and industry insights to members of the TBCSA.
- Participate and represent TBCSA in relevant research and projects related structures within the industry.
- The incumbent will also be expected to be able to develop business plans and strategic plans, manage budgets allocated to the portfolio and producing reports for the various accountability responsibilities of the organisation.

The successful candidate should possess the following skills and experience:

Good report writing skills, verbal and written communication skills, interpersonal skills, problem solving, Analysis skills, ability to work in a team. Project management skills. A self-starter who is able to work under pressure. Proficiency in Microsoft Powerpoint, Microsoft Word and Excel is essential. A minimum of five years' work experience as a researcher, with proven experience in socio-economic project management. Skills in qualitative and quantitative research. Presentation skills.

The TBCSA is an equal employment opportunity employer.