

PORT AUTHORITY OF TRINIDAD AND TOBAGO



VACANCY: MANAGER, CRUISE SHIPPING

Job Summary

The Manager, Cruise Shipping reports directly to the Chief Executive Officer, POSINCO and is responsible for the Port of Spain Cruise Shipping functions, as well as the effective and efficient management of the Cruise Shipping Complex (CSC). The incumbent oversees cruise shipping operations and collaborates closely with key external stakeholders, e.g. Ministry of Tourism (MOT) to ensure that the overarching goals relevant to Tourism are in alignment.

Key Responsibilities

- Manages and coordinates all the pre-cruise ship activities, which includes operations meetings, audits and cruise ship schedule.
- Takes charge of the day to day decision making and consults with Executive Management on decisions relative to broader policy matters.
- Responsible for the effective management of the tenants, e.g. *adherence to terms and conditions of lease agreements; monitoring of rental payments and resolving related complaints issues in a timely manner.*
- Development of a plan to increase revenue generation outside of the cruise shipping season, e.g. rental of CSC Reception Area Hall.
- Ensures the functionality of the cruise ship terminal oversees parking logistics and works closely with Security to manage dockside activities.
- Develops marketing strategies and programmes relative to Cruise Shipping including a Cruise Marketing Plan for POS (strategic and tactical) in collaboration with the TTL/MOT.
- Drafts policies and procedures relevant to the Cruise Shipping Department.
- Conducts research and analysis into the state of the International Cruise Industry on a continuous basis and provides feedback on new trends/development and makes recommendations for appropriate action.
- Represents the Port Authority of Trinidad and Tobago on tourism committees and attends tourism meetings, seminars, international cruise conferences and exhibitions.
- Networks with stakeholders in the international cruise arena.
- Develops and manages the annual budget of the Cruise Shipping Department (CSD).
- Plans and participates in joint drills and exercises with the Security Department to simulate emergency scenarios and ensure a coordinated response and maintains logs of such.
- Performs any other duties assigned by Chief Executive Officer, POSINCO.

Required Knowledge, Skills and Abilities

- Knowledge of the cruise shipping industry
- Working knowledge of OSH and any other laws and regulations relative to the PATT
- Knowledge of the disciplinary process
- Knowledge of the performance management system
- Excellent communication skills – both verbal and written
- Excellent interpersonal skills
- Effective supervisory skills
- Ability to conduct research, analyse data and report on current and emerging trends within the cruise shipping industry
- Ability to prepare and deliver presentations
- Ability to develop and maintain effective stakeholder relationships
- Ability to exercise good judgement and make decisions

Minimum Requirements

Qualification/ Experience and Training:

- Bachelor of Science Degree in Business Management, Marketing or Tourism Management or related discipline from an accredited academic institution.
- Training in Customer Service
- Training in OSH
- Training in Project Management
- Training in Protocol / Business Etiquette
- Proficient in Microsoft Office Suite
- Minimum of five (5) years' experience in a tourism/cruise shipping environment with at least three (3) years at a supervisory level

Applications which include a cover letter and an updated resume, should be submitted no later than by **4.00 p.m. on January 15, 2025** and addressed to:

**Executive Human Resource Manager
Re: Manager, Cruise Shipping
Port Authority Administration Building
Dock Road, Port of Spain.**

OR

via E-mail as follows:

pattvacancies@patnt.com

E-mail subject line should read: Manager, Cruise Shipping

Late applications will not be accepted.

Please be advised that only those candidates who are shortlisted to undertake the recruitment and selection process for the position of Manager, Cruise Shipping, will be contacted by the PATT.