



SCHEME OF SERVICE

Post	Tourism Enforcement Officer
Salary	Rs 21850 x 375- 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 - 44800
Qualifications	<p>A. A diploma in Tourism or Tourism and Hotel Management or Hospitality Management or Environmental Science or Food safety and Innovation or Civil Engineering or Occupational Safety & Health Management or Quantity Surveying or Architectural Technology or Legal Studies or Management from a recognised institution or an equivalent qualification acceptable to the Board.</p> <p style="text-align: center;"><u>OR</u></p> <p>Equivalent qualifications to A acceptable to the Board.</p> <p>Candidates should produce written evidence of knowledge claimed.</p> <p>B. Candidates should</p> <ul style="list-style-type: none">(i) possess good communication and interpersonal skills;(ii) have a positive attitude towards work;(iii) have aptitude for inspection and enforcement work; and(iv) be computer literate
	<p><u>Duties:</u></p> <ol style="list-style-type: none">1. To be responsible to the Senior Tourism Enforcement Officer for the application of all laws and regulations relating to tourism activities.2. To process applications for request and renewal of licences for tourism businesses and enterprises.3. To assist in the formulation of policies with regard to tourism activities4. To inspect all tourism and tourism-related activities and ensure strict compliance with laws, norms and standards.5. To assist the Senior Tourism Enforcement Officer in the setting up of standards for operations in the tourism sector.6. To attend and investigate into complaints against tourism activities.7. To collect data and prepare reports in connection with tourism activities



to be submitted to committees, users and stakeholders.

8. To identify and implement ways and means with a view to streamlining procedures for issue and renewal of licences.
9. To initiate prosecution actions against non-observers of standards, norms and existing rules and laws in the tourism activities.
10. To obtain authorisation of District Magistrates to search doubtful places and seize documents in connection with tourism businesses.
11. To issue notice and notices for fixed penalties in accordance with the Tourism Authority Act and regulations in force and to perform prosecution duties, as and when required.
12. To initiate action against operators not complying with conditions of licence, standards, guidelines and legislation.
13. To assist in the preparation of affidavits, as and when required.
14. To represent the Tourism Authority in Court matters.
15. To audit tourist enterprises to certification MS 165 and ISO standard.
16. To work in close collaboration with Ministries/Departments, local authorities and private sector organisations for the promotion of a harmonious development of the tourism enterprise.
17. To use ICT in the performance of your duties.
18. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Tourism Enforcement Officer in the roles ascribed to him.

Note 1

Tourism Enforcement Officers will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

Note 2

'In case of a force majeure/public emergency, the Tourism Enforcement Officer is required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system'



25/01/2023
