

# BIHAR VIKAS MISSION

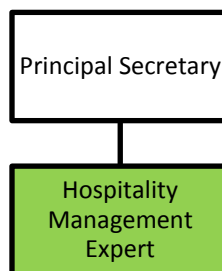
## Job Description



### 1. General Information:

Position Title:	Hospitality Management Expert
Reports to:	Principal Secretary – Tourism Department
Department:	Bihar Vikas Mission
Job Code:	

### 2. Organization Chart



### 3. Key Accountabilities

#### Strategizing and Expert Advisory

- Design and formulate master plan to develop and enhance the avenues of Hospitality sector in the state, by establishing and increasing the allied infrastructure to provide the required services to the incoming tourists from India and abroad
- Identify and develop locations for probable development of restaurant chain and hotel chains in the state, through in depth analysis of the tourism market in the state, locations specific details, culture, landscape etc.
- Prepare execution plans for development of hotels of various classes to serve the requirement of wider range of tourists
- Establish partnerships with renowned and popular public sector and private sector organisation to develop and build hospitality related infrastructure in the state: hotels, inns, bed and breakfast, restaurants, tourist hostels etc.
- Revisit the guidelines for the home stays run by the Government of Bihar and suggest measures such as exemption of service tax, ease in licensing process, online process etc., in conjunction with relevant Department functionaries, in order to encourage people to offer home stays to tourists
- Formulate proposals and plans to invite popular private agencies to set up premium luxury hotels and heritage hotels in the prime tourist locations of the state
- Collaborate with relevant agencies for promoting, branding and marketing the hospitality infrastructure of Bihar
- Supervise and plan the site analysis procedures for reviewing the natural and human imposed conditions of the site to determine the development constraints and opportunities for the upcoming hospitality infrastructure

#### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and

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productivity improvement

### Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

### Related Assignments

- Perform other related duties or assignments as and when required

## 4. Qualifications and Experience

### Essential

- Bachelor's degree or higher in Hotel Management / Hospitality
- Minimum 15 years of post-qualification experience in hospitality sector with at least 7 years of experience in planning and executing large scale projects / programs / initiatives for development and / or enhancement of hospitality related infrastructure (such as hotels, inns, bed and breakfast, restaurants, tourist lodge, recreational sites etc.)

### Preferred

- Less than 70 years of age as on 1st January 2017
- Experience in planning and implementing projects / initiatives for hospitality related infrastructure and construction works and management in PSUs or large private organizations such as Taj Hotels, ITDC Hotels, Club Mahindra, Oberoi Hotels, ITC Hotels etc.
- Experience of working on state and national level large scale projects (budget value of more than Rs. 1000 crores) with proven records of execution of the project
- Diploma in F & B services / Hospitality / Hotel chain Management
- Honors / Awards / discourses / recognized publications in relevant area will be an added advantage

## 5. Knowledge and Other Skills

- Experience in working in complex environments and large infrastructure and / or civil works, particularly in the field of construction in the hospitality sector
- Knowledge of monitoring of construction of infrastructure in the hospitality industry (legal aspects of positioning, procurement, law and knowledge of construction contracts, construction information technologies, and follow-up)
- Knowledge of procurement, tendering and contracting processes and requirements
- Fluency in written and spoken English and Hindi