



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
MINISTRY OF TRADE AND INDUSTRY

# Career Opportunity

## ASSISTANT DIRECTOR, TRADE DEVELOPMENT

### JOB SUMMARY

The incumbent is required to assist in the development and management of market access and the facilitation of a trade enabling environment for domestic traders. Additionally the incumbent will also be required to effectively communicate relevant information to key stakeholders and monitor these activities to take remedial action if necessary. The Assistant Director works closely with the Director, Trade in the execution of the trade portfolio and lends support to the Director.

### DUTIES AND RESPONSIBILITIES

- Coordinates and manages the market access agenda;
- Directs and coordinates trade negotiations;
- Identifies trade negotiation priorities and opportunities;
- Undertake consultations with internal and external stakeholders;
- Leads and/or participates in trade negotiations;
- Coordinates and develops negotiating positions and briefs;
- Develops the Work Programme and prepares the annual Budget for the Trade Directorate;
- Plans, directs and co-ordinates the activities of professional and other support staff engaged in the development and implementation of trade policy formulation and analysis in collaboration with the Director of Trade;
- Plans, organizes and directs the development of the strategic plan in the area of market access
- Represents the Ministry / Department on committees, meetings and other fora both locally and abroad.
- Prepares Cabinet/Ministerial Notes, memoranda, reports, financial statements and other documents.
- Advises the Director of Trade on key issues and obtains necessary approval for critical decisions
- Maintains an efficient and effective reporting system as guided by the Director Prepares and submits reports required by the Director of Trade in a timely manner
- Supervises and guides technical and professional staff of the Trade Directorate as necessary;
- Performs other related work as necessary.

### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the country's trade environment and understanding of the challenges and opportunities.
- Considerable knowledge of the laws and regulations governing the operations of the Ministry/Department.
- Some knowledge of the MTI's trade agencies
- A second language is desirable - particularly in Spanish or Mandarin
- Proficiency in the use of Microsoft Office Suite
- Well –developed interpersonal skills
- Negotiation and mediation skills
- Ability to establish and maintain effective working relationships with fellow employees, colleagues and members of the Public
- Ability to communicate effectively orally and in writing
- Ability to manage conflict
- Team player

### MINIMUM EXPERIENCE AND TRAINING

- Masters qualification in Economics, Management or Business related discipline or equivalent
- Considerable experience with a minimum of (8) years professional experience in Trade related areas including negotiation, market access, technical analysis and project management
- At least five (5) years' experience at a Senior Management level
- Relevant professional qualifications and/ or accreditations desirable
- Familiarity with processes of the MTI, or any other such relevant experience will be an asset

Submit your Curriculum Vitae, giving details of qualifications and experience to:  
**Permanent Secretary (Ag.), Ministry of Trade and Industry**  
Level 11, Nicholas Tower, 63-65 Independence Square, Port-of-Spain  
Attention: Human Resource Manager

Deadline for receipt of applications:

**Wednesday 03 May, 2017 by 4:00pm**

*\*Persons who previously applied need not re-apply*