



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

# Career Opportunity

## DIRECTOR, TRADE

### JOB SUMMARY

The incumbent is responsible for policy formulation and analysis, research, planning and execution of the trade portfolio. Additionally, the incumbent will also be required to effectively manage alliances and form linkages in the development of trade agreements, and implement the strategic direction as it relates to trade development and growth.

### DUTIES AND RESPONSIBILITIES

- Manages and assists in the implementation of the core activities of the Trade Directorate including develops national trade policy, national export strategy, legislative framework for trade;
- 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;
- Plans, organizes and directs the development of the strategic plan of the Trade Directorate;
- Represents the Ministry / Department on committees, meetings and other fora both locally and abroad.
- Conducts consultations with key stakeholders;
- Monitors and evaluates the performance of the Directorate;
- Prepares Cabinet/Ministerial Notes, memoranda, reports, financial statements and other documents.
- Leads and/or participates in trade negotiations;
- Develops the Work Programme and prepares the annual Budget for the Trade Directorate;
- Advises and seeks approval for negotiating positions and briefs;
- 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
- Ability to use e-Government technology platforms.
- Well –developed interpersonal skills
- Ability to plan, organize, direct and co-ordinate the activities of a team of professional, technical and support staff.
- Ability to provide leadership and vision
- Negotiation and mediation skills
- Ability to manage conflict
- 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
- Ability to work in teams
- Ability to balance both public policy and business considerations in decision making.

### MINIMUM EXPERIENCE AND TRAINING

- Masters qualification in Economics, Management or Business or related discipline
- Considerable experience with a minimum of (10) years professional experience in Trade related areas including technical analysis, project management and policy setting negotiation, market access, technical analysis and project management
- At least seven (7) years' experience at a Senior Executive 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*