



Government of the Republic of Trinidad and Tobago

Ministry of Trade and Industry

Terms of Reference

Administrative Professional (Individual Consultant)

Strengthening of the Single Electronic Window for Trade and Business Facilitation

Ministry of Trade and Industry

Programme Details:

The Strengthening of the Single Electronic Window for Trade and Business Facilitation is an Inter-American Development Bank (IDB) funded Programme executed by the Ministry of Trade and Industry (MTI). The overall objective of this Programme is to improve the trade performance and enhance the business competitiveness of Trinidad and Tobago through the strengthening and transformation of the Single Electronic Window (TTBizLink) into a world-class solution based on international standards.

The Programme is to be implemented in three (3) main components, with the following objectives:

Component 1- Enhancing and expanding the services of the Single Electronic Window -This component will focus on upgrading the current TTBizLink to international best practices.

Component 2- Enhancing the Interoperability of TTBizLink. This component will facilitate the exchange and analysis of data between TTBizLink and the information systems of key stakeholders as well as the information systems of strategic trading partners of Trinidad and Tobago.

Component 3- Modernizing the Legal, Institutional Framework for International Trade and Institutional Governance of the TTBizLink. This component will address the deficiencies in the legal and regulatory framework and strengthen the institutional governance of TTBizLink.



Duties and Responsibilities:

The Administrative Professional is responsible for performing the overall clerical/secretarial and administrative support duties of the Programme with the following specific responsibilities:

- Assists in the planning and organisation of meetings, workshops and other stakeholder sessions;
- Assists in the coordination of travel arrangements by preparing costing, obtaining quotes from travel agencies and performing other related tasks;
- Maintains file register and filing system electronically and in hardcopy file, keeping with established systems and procedures of the project;
- Receives, records, sorts and routes incoming and outgoing correspondence and other documents;
- Composes and issues routine correspondence; also prepares drafts of more complex correspondence and reports of meetings, conferences etc. as directed;
- Orders, issues, and maintains inventory of supplies and equipment;
- Files memoranda, letters, reports and other documents;
- Generates a wide variety of documents such as letters, memoranda, minutes, reports, and spread sheets utilizing appropriate software;
- Operates standard office equipment such as photocopiers, scanners, facsimile machines and binders;
- Undertakes basic information gathering, as directed, and compiles data for entry; enters and/ or verifies data;
- Determines the need for, and prepares or oversees the requisition, receipt, storage, distribution and maintenance of office supplies and equipment; and
- Performs other related duties as assigned.

Required skills and Core Competencies:

The Administrative Professional will be expected to possess the following:

- Minimum of five to seven (7) years' experience performing clerical/ secretarial and administrative support duties in a project environment;
- Training as evidenced by the possession of an Association of Business Executives Diploma (ABE); or Certificate in Public Administration (CPA) or equivalent; and
- Experience working in the public sector will be an asset.



Other Knowledge, Skills and Abilities Required:

- Knowledge of modern office practices and procedures;
- Some knowledge of relevant Public Service rules, regulations, instructions and procedures;
- Ability to build an effective working team;
- Proficiency in the use of Microsoft Office Suite;
- Ability to use the internet for research purposes;
- Ability to compose and prepare documents such as letters, memoranda, minutes and reports;
- Ability to make arithmetical computations;
- Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines;
- Ability to exercise sound judgment in evaluating situations and in making decisions; and
- Ability to communicate ideas clearly and effectively is essential.

Reporting

The Administrative Professional will be reporting to the Programme Manager. The Administrative Professional will be expected to execute a contract with the Permanent Secretary, Ministry of Trade and Industry based on a fixed fee per month subject to the submission of relevant monthly performance reports.

Working Language

The working language shall be English.

Location of Assignment

The Administrative Professional will work from the Ministry of Trade and Industry Office or as otherwise advised by the Permanent Secretary of the Ministry of Trade and Industry.

August 2017

