



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

# *Job* Description

## SENIOR INVESTMENT SPECIALIST

### **JOB SUMMARY**

The Senior Investment Specialist will be part of the Investment Directorate, which is charged with the formulation and execution of the macro-investment policy of the Ministry of Trade and Industry, and ensuring that the country's investment performance measures are met. This individual who will be part of a dynamic team of performers will be expected to work with minimal guidance.

### **DUTIES AND RESPONSIBILITIES**

- Develop positions for the negotiation of Investment Promotion and Protection Agreements (IPPA's).
- Review Trinidad and Tobago's investment policies and strategies to ensure congruence with domestic priorities and international obligations
- Conduct research and analysis on contemporary investment issues within the international economic environment
- Develop policies in consultation with stakeholders, which support new investment opportunities for domestic and foreign investors
- Promote local investment opportunities among the domestic business community
- Strengthen linkages and alliances between domestic and foreign investment communities

### **MINIMUM EXPERIENCE AND TRAINING**

- A Masters Degree in Business Administration or Economics
- At least five (5) years experience in Trade and Investment related areas including economic and technical analysis, trade negotiations, investment promotion, investment facilitation and project management.
- At least five (5) years experience at a Managerial level
- Familiarity with the operations of MTI or any other such relevant experience will be an asset
- In-depth knowledge of Microsoft Office Suite applications

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Results oriented and self motivated
- In possession of strong analytical and problem solving skills
- In possession of excellent interpersonal and communication skills, both oral and written
- Critical thinking