



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

# *Job* Description

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## TRADE ANALYST

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### **JOB SUMMARY**

Responsible and professional work in the field of trade policy formulation, implementation and external trade negotiations.

### **DUTIES AND RESPONSIBILITIES**

- Undertakes a programme of economic research for the purpose of preparing national negotiating briefs for services, market access, CARICOM and trade related issues
- Advises on current regional and international developments and their impact upon the competitiveness of the local economy, industrial development, and export promotion policies of government.
- Advises on the measures for Trinidad and Tobago to comply with various trade agreements
- Advises on measures to improve market access opportunities for exporters of goods and services ;
- Advises on improvements related to the trade enabling environment
- Undertakes research, planning and evaluation exercises relative to achieving overall trade policy and promotion objectives of the Ministry
- Pre and Post activities for hosting meetings of the Specialist Sub-Committees
- Acts as a liaison between the Ministry and trade related agencies
- Assists with the consultations with stakeholders

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

- Must possess extensive knowledge of trade policy application and International Trade Agreements.
- Must possess excellent negotiating and communication skills.
- Must possess excellent interpersonal skills.
- Must possess strong analytical skills.
- Must be results and team oriented.
- Must be proficient in Microsoft Office Suite – Word, Excel, Power Point.

### **MINIMUM EXPERIENCE AND TRAINING**

- A University Degree in Economics, Business or International Relations, International Trade Policy or any appropriate related discipline.
- Expertise in the conduct of research, negotiations and trade, economic and statistical analysis.