



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

# Job Description

## DIRECTOR, INVESTMENT

### JOB SUMMARY

The incumbent is responsible for the development and implementation of investment policy formulation and analysis. The incumbent will be required to provide strategic guidance, manage the performance of core activities and implement effective operational management for the work of the Investment Directorate. In addition, he/she will be required to work with stakeholders to improve Trinidad and Tobago's international competitiveness through the active communication and implementation of the Ministry's strategic direction as it relates to investment development and growth, achievement of key performance measures, development of an integrated investment promotion strategy, management and development of strategic alliances and the coordination of local and international investment promotion initiatives.

### DUTIES AND RESPONSIBILITIES

- Plans, directs and co-ordinates the activities of professional and other support staff engaged in the development and implementation of investment policy formulation and analysis.
- Guides the development of investment policies aimed at sustainable investment facilitation and promotion.
- Develop and implement a system for effective evaluation of investment opportunities/ projects
- Plans, organizes and directs the development of the work programme and strategic plans of the Directorate.
- Represents the Ministry / Directorate on committees, meetings and other fora both locally and abroad.
- Responsible for the negotiation of investment protection and promotion agreements with external parties.
- Ensures the regulatory framework is modern and efficient to sustain investment facilitation and promotion
- Advises the Minister on the feasibility of major investment proposals
- Encourages inward, local and outward investment
- Prepares Cabinet/Ministerial Notes, memoranda, reports, budgets and other documents.
- Manages investment research activities
- Develop and manage an investment enabling environment
- Monitors and evaluates the performance of the Directorate.
- Performs other related work as necessary.

### KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the country's investment environment and understanding of the challenges and opportunities.
- Extensive knowledge of the mandates, operations and strategies of local investment agencies specific to the Ministry.
- Extensive knowledge of the laws and regulations governing the operations of the Ministry/Department.
- Considerable knowledge of Government incentives and investment processes.
- Proficiency in the use of Microsoft Office Suite
- Ability to use e-Government technology platforms.
- Ability to plan, organize, direct and co-ordinate the activities of a team of professional, technical and support staff.
- Ability to establish and maintain effective working relationships with fellow employees, colleagues and members of Public.
- Ability to observe and maintain confidentiality
- Skill in negotiation and mediation
- Ability to provide leadership and vision.
- Ability to work in teams.
- Ability to manage conflict.
- Ability to balance both public policy and business considerations in decision making.
- Ability to establish new directions, standards and measures of success to improve the performance of the organization.
- Ability to identify emerging issues and manage associated risks.
- Ability to objectively analyse issues and solve problems
- Ability to communicate effectively orally and in writing.

### MINIMUM EXPERIENCE AND TRAINING

- Master's Degree in Economics, Management or Business related discipline.
- Extensive experience (minimum of ten (10) years') experience in investment facilitation, promotion and negotiation or related areas including technical analysis and policy setting. At least five (5) years at an executive level.
- Knowledge in the areas of international negotiations and managing investment incentives will be an asset.
- Strong familiarity with processes of the Ministry, or any other such relevant experience will be an asset.