



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

Career Opportunity

PROGRAMME COORDINATOR

JOB SUMMARY

The Programme Coordinator will have the overall responsibility for the development of the Trade Implementation Unit's (TIU)'s work programme as well as the day to day management and technical leadership of the TIU. The incumbent will be responsible for advancing the delivery of Trinidad and Tobago's trade and economic interests with special focus on market access openings for goods and services. Activities of the office will include interfacing with other regional implementation units for negotiated trade agreements; developing and undertaking public awareness campaigns; preparation, delivery and implementation of work plans and budgets as well as supervision of supporting staff.

DUTIES AND RESPONSIBILITIES

- Develops and executes a programme for fulfilling Trinidad and Tobago's implementation obligations arising from negotiated trade agreements.
- Undertakes a comprehensive needs assessment study for the identification and prioritization of Trinidad and Tobago's trade capacity needs; development of bankable projects and national policy positions.
- Coordinate and monitor the implementation of obligations by other government departments and agencies.
- Coordinates initiatives and funding opportunities related to trade and economic development including, inter alia, WTO Aid for Trade (AfT) initiatives; Regional and National 10th European Development Fund (EDF); Caribbean Aid for Trade and Regional Integration Trust Fund (CARTFund); regional Developmental Banks; local and regional development Funding Agencies; Bi-lateral Donors and other foreign institutions.
- Leads national promotion activities arising from related funding arrangements including the Caribbean Regional Indicative programme (CRIP)
- Serves and/or supports national contact/focal point(s) for regional trade and related cooperation projects.
- Develops activities related to public information and awareness of signed trade agreements.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be results oriented.
- Must be dynamic.
- Must possess excellent oral, written, analytical and presentation skills.
- Must be a team player.
- In-depth knowledge of Microsoft Office Suite applications.
- Knowledge of project management software.

MINIMUM EXPERIENCE AND TRAINING

- A Master's Degree in Economics, International Development, Business Administration or similar discipline.
- 3-5 years' experience in any trade related area such as industrial policy/business development.
- 3 years' experience at a managerial level.
- Familiarity with the operations of public sector or any other such relevant experience will be an asset.
- Project Management certification.

Submit your Curriculum Vitae, giving details of qualifications and experience to:

Permanent Secretary, Ministry of Trade and Industry
Level 11, Nicholas Tower, 63-65 Independence Square,
Port-of-Spain
Attention: Senior Human Resource Officer