



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

# Career Opportunity

## BUSINESS REFORM SPECIALIST

### JOB SUMMARY

The Business Reform Specialist is expected to provide support in developing, monitoring and reviewing trade, investment and business policies, strategies and programmes.

### DUTIES AND RESPONSIBILITIES

- Facilitates and fosters the policy dialogue between the Ministry of Trade and Industry and the various actors in the public sector, the business community and non-governmental organizations to ensure that:-
  - the views of various stakeholders are considered in trade/investment/business-related issues; and
  - trade/investment/business is mainstreamed in other national initiatives and policies
- Identifies issues that require analysis and policy direction to ensure the attainment of Trinidad and Tobago's strategic trade, business development and investment-related objectives
- Formulates project concepts and develop project proposals for initiatives promoting the implementation of Trinidad and Tobago's trade, investment and business policy
- Co-ordinates the work of consultants hired on trade, investment and business policy-related agenda issues
- Participates in various fora to advance Trinidad and Tobago's trade, business and investment policy agenda
- Identifies and analyzes information to facilitate the formulation and review of trade, investment and business policies, initiatives, measures and policy instruments and to inform negotiation positions on an on-going basis
- Determines resource requirements for trade and investment related activities and liaises with sources of funding to secure such resources
- Monitors and analyses dynamics in the domestic and global environment and develops appropriate policies in a proactive manner
- Assists in the preparation of Trinidad and Tobago's World Trade Organisation (WTO) Trade Policy Review

### KNOWLEDGE, SKILLS AND ABILITIES

- Results oriented and self-motivated
- Strong analytical and problem solving skills
- Excellent interpersonal and communication skills, both oral and written
- Critical thinking

### MINIMUM EXPERIENCE AND TRAINING

- A Master's Degree in Economics, International Development, Business Administration or any other related discipline
- 3-5 years' experience in any trade related areas such as industrial policy /business development
- 3 years' experience at a Senior 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

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**