



Job Description

ASSISTANT DIRECTOR, ECONOMIC DIVERSIFICATION

JOB SUMMARY

The incumbent is expected to manage the development and implementation of strategic plans for the clusters targeted for development, as well as new and emerging sectors, in keeping with the Government's diversification thrust. The Assistant Director is also expected to oversee policy formulation and analysis, to create an enabling environment for business to develop and expand, as well as, supervise market intelligence activities and research for targeted and emerging sectors.

DUTIES AND RESPONSIBILITIES

- Plans, directs and co-ordinates the activities of technical and other support staff engaged in facilitating the growth and development of competitive local businesses in collaboration with the Director of Industry
- Plans, organizes and directs the development of the work programme and strategic plans of the Directorate.
- Manages the development of Strategic Plans and the development of Implementation Plans for targeted and emerging sectors that are appropriately aligned, coordinated, resourced and executed, in accordance with the Ministry's strategic direction and the country's development objective.
- Manages the preparation of budgets for the implementation of projects in the industry action plans and manages, measures, reports and monitors industry development performance in Trinidad and Tobago.
- Manage the maintenance of up-to-date market intelligence by employing the use of technology and collaborating with relevant research institutions to conduct research on targeted and emerging sectors.
- Oversee the development of a criterion for the selection of new emerging sectors with the most potential to contribute to economic development based on feasibility studies.
- Coordinate and implement business facilitation activities in collaboration with public-private section institutions.
- Represents the Ministry / Directorate on committees, meetings and other fora both locally and abroad.
- Leads and/or participates in consultations and negotiations with external parties.

- Assists in and supports the development of competitive industries in an attempt to accelerate the diversification effort of the Government of Trinidad and Tobago.
- Collaborates with the Director of Industry on key issues for deliberation.
- Develops and implements internal control systems to facilitate risk management.
- Maintains an efficient and effective reporting system as guided by the Director of Industry.
- Prepares and submits reports required by the Director of Industry in a timely manner.
- Keeps records relating to the affairs of the Industry Directorate.
- Supervises and guides technical and support staff of the Directorate.
- Performs other related work as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the country's business environment and understanding of the challenges and opportunities.
- Extensive knowledge of the mandates, operations and strategies of the state agencies specific to the MTI.
- Knowledge of the laws and regulations governing the operations of the Ministry/Directorate.
- Knowledge of export promotion activities in Trinidad and Tobago.

MINIMUM EXPERIENCE AND TRAINING

- Masters qualification in Economics, Management or Business related discipline or equivalent.
- Considerable experience with a minimum of eight (8) years' professional experience in industry development, export promotion, technical and market analysis and project management.
- At least five (5) years must be at a senior managerial level.
- Familiarity with processes of the MTI, or any other such relevant experience will be an asset.