



Government of the Republic of Trinidad and Tobago

Ministry of Trade and Industry

Job Description

CHIEF TECHNICAL AND OPERATIONS ADVISOR

JOB SUMMARY:

The incumbent is expected to provide Technical Advice and Support Services in the Ministry of Trade and Industry in the following areas:

Policy and Strategy Developments

- Implementation of Reforms to Strengthen the Ease of doing Business in Trinidad and Tobago. This would involve close collaboration with other Government agencies.
- Execution of the Enabling Competitive Business Strategy under the 10th EDF Programme.
- Successful completion of the Ministry's Development Programme, including reporting requirements and submissions to the Ministry of Planning and Sustainable Development and Cabinet.

Investment Developments

- Responsibility for working with the key public officials in the Government to fast track all of the relevant regulatory and business approvals for increased investment activity to take place in the country.
- Facilitation of Investment Proposals by Investors.
- Development of New Investment Policy for Trinidad and Tobago, including work on Bilateral Investment Treaties.
- Business Development Developments
- Development and implementation of the sector plans for many of the sub-sectors under the six business clusters (Creative Industries; Energy, Food Sustainability; Maritime; Tourism; Financial Services) as identified by the Ministry of Planning and Sustainable Development and for which the MTI has responsibility for.
- Major reorganization of the various state agencies and sector committees under the MTI to ensure a more focused and performance-driven/results-oriented approach to the challenges of diversification.

Trade Developments

- Development of export capability and competitiveness of merchandise exports and services.
- Working with stakeholders to utilize the concessions negotiated in the Trade Agreements.
- Implementation of the Economic Partnership Agreement.
- Development of an Export Strategy.

Strategic Planning

- Execution of the MTI's Strategic Plan, Corporate Plan and Business Plan and ensuring that all departments meet agreed goals and targets.

- Rationalization of the Mandates and Functions of the State Agencies under the MTI and ensure adherence of same.
- Business Process Re-engineering of the MTI's key operations including re-organization of the ICT Department of the Ministry.
- Implementation of the Ministry's Approved Organization Structure.
- Change Management in the MTI.
- Implementation of the Ministry's ICT Strategic Plan.

Other – Support the Minister and Permanent Secretary and Professional Staff with respect to:

- Administrative Matters
- Public Service Rules and Financial Regulations
- Budgetary issues
- Ministry statutory responsibilities
- Requests for information by other Ministries
- Accounting procedures and the efficient Operations of the Accounting Unit
- Interface with State Agencies under the MTI
- Interface with Private Sector companies and Associations
- Interface with other Government Ministries and agencies

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles and practices of management, public administration and/or related technical field.
- Considerable experience working at the managerial level in the Public Service.
- Knowledge of policy formulation/analysis and project management techniques.
- Knowledge of relevant software applications.
- Ability to conduct meetings and negotiations with persuasiveness and diplomacy and for results-oriented action.
- Ability to earn the respect of employees and associates at all levels and to maintain high ethical standards.
- Ability to communicate effectively both orally and in writing.
- Excellent human relations and inter personal skills.

EXPERIENCE AND TRAINING

- Not less than ten (10) years experience at an Executive Management Level, including demonstrated experience in policy development, financial management, people management and project management.
- Training as evidenced by the possession of a recognized business degree or other recognized professional qualification or any equivalent combination of experience and training.