



# *Job Description*

## POLICY OFFICER

### **JOB SUMMARY**

The incumbent is expected to provide technical and policy support to the Trade Implementation Unit, Ministry of Trade and Industry. The Officer is also expected to assist in the identification of initiatives and funding opportunities related to trade and economic development; engage with stakeholders and prepare internal briefs and national positions.

### **DUTIES AND RESPONSIBILITIES**

- Identifies the implementation obligations of Trinidad and Tobago in all negotiated trade agreements
- Communicate with stakeholders on an ongoing basis and monitor the activities of other government departments and agencies to ensure implementation of the obligations of negotiated Free Trade Agreements, prepare monthly updates.
- Interfaces with the various actors in the public sector, quasipublic agencies, the business community and non-governmental organizations to identify their developmental, technical assistance and other capacity building needs.
- Undertake research to prepare internal briefs and national positions for participation in Meetings as well as input into external Briefs.
- Represents the policy and technical positions of the Ministry at meetings.
- Review recommendations/actions emanating from meetings and advise on appropriate actions where necessary.
- Pre and Post Activities for hosting of Meetings and Workshops.
- Perform administrative functions such as preparation of correspondence, cabinet notes and reports from meetings.
- Provide policy input into the drafting of proposals, policy documents etc.
- Provides analysis, policy guidance and support to the Trade Implementation Unit.
- Undertakes any other related duties.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Must possess extensive knowledge of trade policy application and International Trade Agreements.
- In-depth knowledge of Microsoft Office Suite applications.
- Knowledge of Project Management.
- Results oriented and self-motivated.
- Strong analytical and problem solving skills.
- Excellent interpersonal and communications skills, both oral and written.
- Critical thinking.
- Must be team oriented.

### **MINIMUM EXPERIENCE AND TRAINING**

- A First degree in Economics, International Relations, Business or any appropriate related discipline. A Master's Degree will be an asset.
- Two (2) years' experience in any trade related area.
- Familiarity with the operations of a public sector organization or any other such relevant experience will be an asset.