



Government of the Republic of Trinidad and Tobago
Ministry of Trade and Industry

Job Description

BUSINESS REFORM STRATEGIST

JOB SUMMARY

The Business Reform Strategist 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