

DEPUTY CHIEF TRADE OFFICER

Kind of Work

Technical and administrative work assisting in directing the execution of Government's trade and commerce policy.

Distinguishing Features of Work

An employee in this class is responsible for assisting the Chief Trade Officer in directing and coordinating all activities relating to the execution of Government's trade and commerce policy. Work involves planning, organizing and directing the activities of the Trade and Commerce Division, which is responsible for the development, enforcement and review of Government's import and export policy; the administration of a system of import licences, duty-free and other pioneer concessions to industry and providing advice to entrepreneurs and members of the public on trade matters. The employee exercises a considerable degree of independence in the performance of his duties within the framework of departmental policy, rules and regulations. Work is reviewed by an administrative superior for adherence to policy through reports and discussions.

Examples of Work

- Plans, organizes, coordinates and directs the activities of the Trade and Commerce division of the Ministry of Industry and Commerce.
- Assists in the review and formulation of trade policy.
- Interviews entrepreneurs and inspects industrial plants to ensure that stipulations for duty-free and pioneer aid concessions are fully met.
- Represents the Ministry at various committees and conferences related to trade matters and maintains liaison with Government, trade development organisations and non-government trade and manufacturing organisations.
- Reviews with subordinate staff the more complex applications for licensing and other trade concessions.
- Reviews the Governmental list of checks and controls on prices, weights and measures, and recommends/implements measures for improvement.
- Advises local and foreign manufacturers, entrepreneurs, on trade matters, such as import and export control, foreign exchange control policy, legislation and trade promotion.
- Performs related work as may be required.

Required Knowledge, Skills and Abilities

- Extensive knowledge of legislation, rules and regulations pertaining to the import and export trade, including foreign exchange control regulations governing importation and exportation.
- Extensive knowledge of Government's industrialization policy and legislation governing duty-free and pioneer aid concessions to industry.
- Extensive knowledge of existing tariff structures; of customs and excise rules and procedures; and of diplomatic trade conventions and agreements likely to affect the work of the division.
- Knowledge of the practices and regulations employed in the conduct of Government administration.

- Ability to explain complex trade issues and policy to entrepreneurs, subordinate staff and members of the public.
- Ability to administer the affairs of a major division of a Ministry.
- Ability to express ideas clearly both orally and in writing.
- Ability to maintain effective working relationships with associates, entrepreneurs and members of the public.

Minimum Experience and Training

Extensive experience in trade and commerce activities, including considerable experience in a supervisory capacity such as may have been gained in the next lower classes; and training as evidenced by the General Certificate of Education, Ordinary Level, with passes in five (5) subjects including English Language and Mathematics; or any equivalent combination of experience and training.