

TRADE OFFICER I

Kind of Work

Technical work assisting in executing government's import and export control policy.

Distinguishing Features of Work

An employee in this class processes applications for the grant of important export licences. Work involves interviewing members of the importing and exporting public concerning import and export matters, checking indents to ensure compliance with import and export control policies and regulations, and issuing of licences. Work is performed in accordance with specific rules and regulations and is reviewed by a superior through discussions and through checks on licences issued.

Examples of Work

- Processes applications for, and issues, foreign exchange permits, to members of the importing and exporting public in accordance with regulations and maintains records of same.
- Checks indents to ensure that they comply with statutory regulations.
- Compiles and collates statistical and other data for use within and outside the Division.
- Allocates quotas for the supply of copra in accordance with the Copra Control Legislation; recommends duty free licences for importation of Copra, edible oils and fats and copra products and generally regulates the importation and exportation of same.
- Visits estates to assess the copra supply situation and to ensure that Copra Products Dealers and Factories adhere to the prescribed standard in the manufacture of Copra products.
- Assists in fixing the price of copra, edible oils and other by-products and advises the Ministry on matters relating to the Oils and Fats Agreement, including attendance at Oils and Fats Annual Conference in the Caribbean, as an Adviser to the Minister of Industry and Commerce.
- Approves permits for ships' stores after verifying that only reasonable quantities of food stuffs are allowed for the duration of the voyage.
- Checks periodically cashier's balances at the end of the day's transactions.
- Interviews members of the importing and exporting public on general import and export policy and on the terms and conditions of foreign exchange control.
- Performs related work as may be required.

Required Knowledge, Skills and Abilities

- Some knowledge of Customs Classifications and the Import and Export Regulations.
- Some knowledge of the import and export policy of the Ministry of Industry and Commerce including the Foreign Exchange Control Regulations governing importation and exportation.
- Ability to assess the merits and demerits of applications concerning import and export control policy.
- Ability to establish and maintain effective working relationships with other employees and the public.

Minimum Experience and Training

Considerable experience in clerical work, including experience in trade and commerce activities, and training as evidenced by the General Certificate of Education, Ordinary Level with passes in five (5) subjects including Mathematics and English Language or any equivalent combination of experience and training.

TRADE OFFICER I - INDUSTRY UNIT

1. Examines and prepares applications for Minister's Licence in accordance with related Customs Laws; and Ministry Regulations.

2. Visits factories, farms and other industries to determine capability of locally manufactured goods; makes assessments and submits reports thereto.
3. Interviews and advises the manufacturing sector in accordance with (1) above.
4. Assists in preparation of Statistical data when required.
5. Other related duties.