

## **TRADE OFFICER II**

### **Kind of Work**

Supervisory technical work in executing government's import and export control policy.

### **Distinguishing Features of Work**

An employee in this class supervises the activities of lower level Trade Officers engaged in the processing and issuing of licences, and advises them on difficult matters. Work may also involve supervising the activities of a particular function of the Division such as rice-purchasing and control. Work is performed with a moderate degree of initiative and judgement within the limits of rules, regulations, policies and procedures. Work is reviewed by a superior through discussions and inspections for programme effectiveness and conformance with established policy and procedures.

### **Examples of Work**

- Processes applications for and issues, import and export licenses and foreign exchange permits and maintains records of same. Also guides subordinates and checks licences issued by them.
- Interviews and corresponds with members of the importing and exporting public concerning general import and export policy, foreign exchange control and other related matters.
- Supervises the purchasing and storage of bulk rice, its distribution to wholesalers and matters incidental thereto, including the accounts for such purchases.
- Supervises the Commercial aspects for the allocation of quotas concerning the exportation of such items as coffee and sugar.
- Checks indents to ensure that they comply with statutory regulations.
- Processes applications for, and issues, quota advices to importers for items on the negative list.
- Compiles and collates statistical data for the Division concerning import and export items.
- Performs related work as may be required.

### **Required Knowledge, Skills and Abilities**

- Knowledge of Customs Classification, and the Import and Export Regulations.
- Knowledge of the import and export policy of the Ministry including the Foreign Exchange Control regulations governing importation and exportation.
- Ability to advise and make recommendations on specific and difficult problems, and to supervise subordinates on relevant functions of the Division.
- Ability to establish and maintain effective working relationships with other employees and the Public.

### **Minimum Experience and Training**

Experience in the trade and commerce activities of the division 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.