

TRADE OFFICER III

Kind of Work

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

Distinguishing Features of Work

An employee in this class assists the Chief Trade Officer in planning and directing the import and export control activities of the Trade and Commerce Division. Work also involves advising other officers and members of the public on the more difficult aspects of foreign exchange and import and export control matters, processing applications for import quotas and liaising with other government departments and private Organisations involved in the activities of the division. Supervision is exercised over lower level officers and work is performed with a considerable degree of initiative and judgement within the limit of departmental rules, regulations, policy and procedures. Work is reviewed by a superior through discussions and an analysis of reports.

Examples of Work

- Assists the Chief Trade Officer in directing the activities of the Trade and Commerce Division.
- Interviews, corresponds with and advises local and foreign entrepreneurs with respect to Import and Export Control, foreign exchange control legislation, Trade Promotion and other related trade matters.
- Processes the more difficult cases concerning applications for quotas, and issue quota advices to importers for items on the negative list.
- Supervises the processing of application to determine the release of foreign exchange for the importation of visible items from countries outside the sterling area.
- Maintains liaison with I.D.C. and trade and manufacturing Organisations and, as directed, attends and participates in meetings on matters of Trade.
- Performs related work as may be required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the Customs Classification and the Import and Export Regulations.
- Considerable knowledge of the import and export policy of the Ministry including the Foreign Exchange Control legislation governing importation and exportation.
- Ability to plan and supervise the work of lower level Trade Officers.
- Ability to advise and instruct on the more difficult aspects of the work of the Division.
- Ability to establish and maintain effective working relationships with other employees and the public.

Minimum Experience and Training

Considerable experience in the trade and commerce activities of the division, including supervisory experience such as may have been gained in a lower class; 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.