



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
MINISTRY OF TRADE AND INDUSTRY

# Career Opportunity

## RESEARCH AND STATISTICAL ANALYST

### JOB SUMMARY

This position requires the incumbent to efficiently and effectively assist in the execution of the operations of the Policy Development, Business Reform and Strategic Research Unit of the Ministry. The individual will be responsible for working towards the achievement of major Work Programme deliverables emanating from the Unit.

### DUTIES AND RESPONSIBILITIES

- Researches and statistical analysis on the potential impact of existing trade agreements.
- Undertakes market intelligence in relation to the areas and sectors of interest to the Government and Ministry.
- Implements systems for data collection, econometric modelling, variable forecasting and database management using contemporary research methods and techniques.
- Critically reviews existing ministry and Government-specific policies and programmes aimed at diversifying the economy and stimulating economic growth and development.
- Proactively undertakes Research and Statistical tasks in relation to the growth and development of trade, business and investment in Trinidad and Tobago.
- Ensures that Research and Statistical activities are undertaken in alignment with the programmes, goals and strategic objectives of the Ministry.
- Provides the Trade, Business Development and Investment Directorates with quality research and business intelligence to assist in informed decision making within the Ministry.
- Conducts research and statistical analysis for use in the preparation of documents such as Cabinet Notes, working papers, technical reports, position papers and technical briefs to aid in the processes of planning, policy formulation and decision making at the Ministry.
- Collects and analyses data and develops trends on economic phenomena of interest to the Government and the Ministry.
- Ensures the maintenance of a system of record keeping, filing and database management of economic information in the Ministry.
- Represent the Ministry on various committees, conferences and technical working groups as required.
- Performs other duties, as may be required, to assist the Ministry in executing its mandate.

### KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of economic theory and international trade.
- Technical knowledge of contemporary research and policy development methodologies, processes and techniques.
- Comprehensive knowledge of data collection, analysis and presentation techniques.
- Sound understanding of project management, research and statistical principles, tools and techniques.
- Familiarity with the programmes, goals and strategic objectives of the Ministry and the public service.
- Results oriented and self-motivated
- Strong research, critical thinking and analytical skills.
- Ability to undertake data collection, analysis and business intelligence.
- Ability to establish and maintain a strong network of contacts across the public and private sectors.
- Excellent interpersonal and communication skills both oral and written.
- Excellent presentation skills.
- Ability to establish and maintain effective working relationships with employees and the public.
- Proficiency in the use of Microsoft Office Suite.

### MINIMUM EXPERIENCE AND TRAINING

- Postgraduate degree in Economics, Management or other related discipline OR
- A good First Degree in Economics, Statistics, Business Management or other related discipline AND two years related working experience.

Submit your Curriculum Vitae to:  
The Permanent Secretary, Ministry of Trade and Industry  
Level 11, Nicholas Tower, 63-65 Independence Square, Port-of-Spain  
Attention: Senior Human Resource Officer

Deadline for receipt of applications:

**Monday 1st April 2019, midnight**