



# Job Description

## DIRECTOR, STRATEGY, BUSINESS FACILITATION AND PROGRAMME MANAGEMENT

### JOB SUMMARY

The incumbent is accountable for providing strategic leadership in defining the GORTT's Trade, Business and Investment Policy and Strategy. The incumbent provides expert leadership in the development and reform of systems and associated processes at a national level, to improve the ease of doing business in Trinidad and Tobago. The incumbent provides oversight and monitoring of all projects under the Development Programme of the Ministry to ensure project success. The incumbent has the overall technical responsibility for policy development and analysis, research, planning and execution of the strategic direction of the Ministry. The incumbent also provides leadership and direction in the development and implementation of best practice strategic initiatives within the organization. Work is performed with innovativeness and independent judgement.

### DUTIES AND RESPONSIBILITIES

- Develop and implement reforms at a national level to improve the Ease of Doing Business in Trinidad and Tobago against international indicators.
- Develop and review the Strategic Plan for the Ministry on an on-going basis.
- Develop and implement standardized strategic planning tools in the Ministry to foster consistency over time and across projects.
- Develop implementation/action plans that are appropriately aligned, coordinated, resourced and executed, in accordance with the Ministry's strategic direction and the country's national performance framework.
- Advise on cross functional areas across the Industry Development, Trade and Investment Directorates (projects and research).
- Facilitates sharing of best practices and catalyses innovation in Ministry.
- Develop national policies and strategies for Business, Trade and Investment.
- Rationalize the mandates of the agencies under the Ministry on an on-going basis to ensure policy and operational coherence.
- Review and recommend for approval, the strategies, projects, policies and plans of the agencies under the Ministry.
- Coordinates the implementation of the strategic priorities of the Ministry.
- Monitor and evaluate the global environment for present and future opportunities and threats
- Conduct effective business planning, in collaboration with the other Directors of the Ministry, to ensure that agreed policies and strategies are followed and that there is effective delivery of the Ministry's services, programmes and projects.
- Re-engineer processes and procedures in the national Trade and Business environment against international best practice.
- Lead the implementation of e-services to improve the trade, business and investment environment locally.
- Programme Manage the range of projects under the Ministry's Development Programme to ensure that project and national objectives are achieved.
- Identify the need for, initiatives and ensures the effective completion of special studies and projects to meet the organization's strategic objectives.
- Manage the work of consultants with regard to special projects and ensure the achievement of project goals and milestones.
- Manage strategic alliances and linkages between the Ministry and its stakeholders.
- Represents the Ministry on Boards, Committees and other such bodies to articulate the Ministry's policy position and provide technical advice at conferences, symposia, seminars/workshops as required.
- Perform other duties as may be required to assist the Ministry in executing its mandate.

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# DIRECTOR, STRATEGY, BUSINESS FACILITATION AND PROGRAMME MANAGEMENT (CONT'D)

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## **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge in International Trade Policy and Strategy
  - Extensive knowledge in the implementation of Electronic Solutions to improve the National Trade and Business Facilitation environment.
  - Considerable knowledge and understanding of the various international indicators affecting the country's Ease of Doing Business Ranking.
  - Executive experience in Driving and Managing Change.
  - Considerable knowledge of the various disciplines in international trade negotiations.
  - Considerable knowledge and understanding of the Development Programme of the GORTT.
  - Considerable Knowledge of Strategic Planning and Execution.
  - Significant practical experience in Project Management.
  - Computer literacy is essential i.e. the person must be able to use MS Office Suite with a high degree of proficiency.
  - Possess strong strategic acumen, cognitive capacity and visioning competencies.
  - Superior management and leadership skills.
  - Ability to display intellectual and executive leadership in ensuring that the Ministry meets its objectives.
  - Ability to manage conflict.
  - Ability to comply with appropriate standards of conduct in the Public Service.
  - Ability to balance both public policy and business considerations in decision making.
  - Ability to establish new directions, standards and measures of success to improve the performance of the organisation.
  - Ability to contribute to an organisational culture that encourages and rewards the highest standards of integrity and professional ethics.
- Ability to foster effective working relationships with a diverse range of stakeholders including people of different cultures to be able to negotiate recommendation and implement solutions.
  - Ability to objectively analyse issues and solve problems in a professional manner.
  - Ability to conduct meetings and negotiations with persuasiveness and diplomacy.
  - Ability to manage a cadre of professional, technical and administrative personnel.
  - Highly developed interpersonal and communication skills.

## **MINIMUM EXPERIENCE AND TRAINING**

- Master of Science (MSc) in Economics or other related discipline or Master of Business Administration.
- Undergraduate degree or international certification in Project Management such as P.M.P. is mandatory.
- At least 10 years working experience in international trade, business development, public policy or investment, of which at least 7 years must be at a senior executive level.