



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

# Career Opportunity

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## BUSINESS FACILITATOR

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### JOB SUMMARY

This person will be expected to provide support to the Director of Strategy, Business Facilitation and Programme Management in encouraging business growth and development and resolving challenges experienced by the business community.

### DUTIES AND RESPONSIBILITIES

- Collaborates with stakeholders to develop and implement strategic plans for the sectors targeted for diversification
- Collaborates with stakeholders to develop policies and strategies to improve the enabling environment locally
- Works with trade related institutions in providing technical support services to exporters to access new markets
- Co-ordinates and implements business facilitation activities in collaboration with private/public sector institutions
- Undertakes research and analysis to inform business development initiatives

### KNOWLEDGE, SKILLS AND ABILITIES

- Collaborates with stakeholders to develop and implement strategic plans for the sectors targeted for diversification
- Collaborates with stakeholders to develop policies and strategies to improve the enabling environment locally
- Works with trade related institutions in providing technical support services to exporters to access new markets
- Co-ordinates and implements business facilitation activities in collaboration with private/public sector institutions
- Undertakes research and analysis to inform business development initiatives
- Results oriented and self motivated
- In possession of strong analytical and problem solving skills
- In possession of excellent interpersonal and communication skills, both oral and written
- Critical thinking

### MINIMUM EXPERIENCE AND TRAINING

- A Masters Degree in Business Administration, Marketing , Entrepreneurship or Management
- 2-3 years experience in Business Development and/or Trade facilitation
- Familiarity with the processes of the Ministry of Trade and Industry and other trade-related agencies will be an asset.

Submit your Curriculum Vitae, giving details of qualifications and experience to:

**Permanent Secretary, Ministry of Trade and Industry**  
**Level 11, Nicholas Tower, 63-65 Independence Square,**  
**Port-of-Spain**  
**Attention: Senior Human Resource Officer**