



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

Career Opportunity

DIRECTOR, INDUSTRY

JOB SUMMARY

The incumbent has the overall responsibility for sector development in an effort to fulfill the diversification thrust. In the execution of this mandate the incumbent is required to engage in policy formulation and analysis, facilitating the growth and development of local businesses to attain international competitiveness. Additionally, he/she will be required to create an enabling environment for industries to develop and expand, as well as, conduct market intelligence activities for sector development. The incumbent will assist in developing synergies within and between the Trade and Industry sectors, contributing to job creation as a result.

DUTIES AND RESPONSIBILITIES

- Plans, directs and co-ordinates the activities of technical and other support staff engaged in facilitating the growth and development of competitive local businesses.
- Reviews business development and cluster specific policies aimed at creating an enabling environment for industries to ensure alignment with the Ministry's strategic direction.
- Plans, organizes and directs the development of the work programme and strategic plans of the Directorate.
- Fosters effective working relationships with a diverse range of stakeholders including people of different cultures to be able to negotiate, make recommendations and implement solutions.
- Guides the development of public-private sector linkages by strengthening the Ministry's relations with Cluster Committees, State Enterprises, Trade Related Institutions and other Ministries involved in economic diversification.
- Prepares budgets for the implementation of projects and monitors industry development performance in Trinidad and Tobago.
- Establishes new directions, standards and measures of success to improve the performance of the Industry Directorate in the context of the Ministry.
- Represents the Ministry/ Directorate on committees, meetings and other for a both locally and abroad.
- Leads and/or participates in consultations and negotiations with external parties.
- Prepares Cabinet/Ministerial Notes, memoranda, reports, financial statements and other documents
- Monitors and evaluates the performance of the Directorate.
- Performs other related work as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the country's business environment and understanding of the challenges and opportunities.
- Extensive knowledge of the mandates, operations and strategies of the state agencies specific to the MTI.
- Extensive knowledge of the laws and regulations governing the operations of the Ministry/ Directorate.
- 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 identify emerging issues and manage associated risks.
- Ability to objectively analyze issues and solve problems.
- Ability to communicate effectively orally and in writing
- Proficiency in the use of Microsoft Office Suite.
- Ability to use e-Government technology platforms.
- Ability to plan, organize, direct and co-ordinate the activities of a team of professional, technical and support staff.
- Ability to establish and maintain effective working relationships with fellow employees, colleagues and members of the Public.
- Ability to maintain confidentiality.
- Skills in negotiation and mediation.
- Ability to manage conflict.
- Ability to balance both public policy and business considerations in decision making.
- Ability to objectively analyze issues and solve problems in a professional manner.
- Ability to conduct meetings and negotiations with persuasiveness and diplomacy.
- Highly developed interpersonal and communication skills.
- Proficiency in a second language is desirable- particularly Spanish or Mandarin.

MINIMUM EXPERIENCE AND TRAINING

- Master's Degree in Economics, Management or Business related discipline.
- Extensive experience (minimum of ten (10) years' experience in investment facilitation, promotion and negotiation or related areas including technical analysis and policy setting. At least five (5) years at an executive level.
- Knowledge in the areas of international negotiations and managing investment incentives will be an asset.
- Strong familiarity with processes of the Ministry, or any other such relevant experience 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