



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

Career Opportunity

COMMERCIAL OFFICER

JOB SUMMARY

The Commercial Officer posted in the Commercial Office in either Panama, the United Kingdom or the United States of America, will be responsible for the facilitation and promotion of trade and investment in targeted markets. The primary role of the Commercial Officer will be the management and administration of the Commercial Office on behalf of the Government of Trinidad and Tobago.

DUTIES AND RESPONSIBILITIES

- Manages the Commercial Office.
- Promotes Trinidad and Tobago's trade and investment opportunities in targeted markets
- Maintains networking relationships so as to ensure client retention.
- Facilitates the negotiation of contracts on behalf of Trinidad and Tobago business enterprises seeking to enter the targeted market.
- Identifies trade opportunities for local businesses based on research done by the Deputy Commercial Officer.
- Facilitates the visits of Trinidad and Tobago business delegations.
- Serves as liaison for the Trade and Investment Promotion Agency as well as the Ministry of Trade and Industry.
- Represents Trinidad and Tobago business enterprises in targeted market
- Develops plans and strategies for accessing capital, technology and trade for priority sectors and firms in Trinidad and Tobago.
- Reports on the key economic/business/political developments of the target market
- Briefs the Head of the Diplomatic Mission of Trinidad and Tobago on business and other commercial opportunities.

MINIMUM EXPERIENCE AND TRAINING

- A Master's in Business Administration, International Relations or Economics.
- Qualifications from the Chartered Institute of Marketing or the Institute of Sales and Marketing Management will be an asset.
- Considerable knowledge and at least 5 years experience in international trade.
- A minimum of five (5) years business experience working in a senior managerial position.
- Advanced or native level proficiency in the language of the host country.

THE SUCCESSFUL CANDIDATE MUST:

- Possess excellent written, oral communication and interpersonal skills
- Have training in diplomacy and protocols
- Have experience in undertaking business development activities
- Be a proficient in Microsoft Office Suite
- Possess knowledge of Trinidad and Tobago's trade agreements
- Be proficient in sales planning and market research
- Possess excellent negotiation skills

TERMS AND CONDITIONS OF EMPLOYMENT

- Contractual position for a period of two (2) years, with a three-month probation
- Reports to the Head of the Diplomatic Mission of Trinidad and Tobago as well as the Trade and Investment Promotion Agency.

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: Human Resource Manager