



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

Career Opportunity

COMMERCIAL ATTACHÉ

JOB SUMMARY

The Commercial Attaché posted in China, Guyana, Jamaica and South Africa will be responsible for the effective implementation of the policies of the Government of Trinidad and Tobago in its pursuit of export promotion, foreign investment, technology transfer, joint ventures, and the development and promotion of the economy of Trinidad and Tobago. The incumbent will be involved in efforts to expand Trinidad and Tobago's exports to the Asian markets; Southern Caribbean markets; and the Northern Caribbean markets.

DUTIES AND RESPONSIBILITIES

- Advance Trinidad and Tobago's trade in goods and services in the accredited markets;
- Respond to trade enquiries from exporters and export stakeholders from home country, and to enquiries from potential importers.
- Investigate and research the background of firms, industries, financiers, traders and other potential investors, in order to ascertain their efficacy; undertake an analysis of their financial or operational performances; research the need for incentives; facilitate joint venture partnerships with firms in Trinidad and Tobago.
- Identify potential markets for existing and potential Trinidad and Tobago products and services.
- Provide inputs to facilitate the effective negotiations of bilateral agreements between Trinidad and Tobago and the countries of accreditation.
- Build and sustain relationships with relevant officials and other stakeholders in the countries of accreditation and provide a meeting point for engaging foreign economic agents who may be interested in doing business with Trinidad and Tobago.
- Establish and maintain relationships within the Trinidad and Tobago diaspora in support of their economic activities that may be of direct or indirect benefit to Trinidad and Tobago.

- Facilitate the convening of business-to-business meetings amongst traders of the resident and accredited country.
- Prepare and transmit regular and up to date reports and analyses of the economic sectors in the countries of accreditation, with suggested recommendations.
- Develop plans and strategies for accessing capital, technology and trade for priority sectors and firms in Trinidad and Tobago.

MINIMUM EXPERIENCE AND TRAINING

- A Bachelor's Degree in Business Administration, International Relations or Economics. A Master's in Business Administration or similar Master's Degree will be considered as an asset.
- At least five years' experience in working in private sector trade outreach activities or with public sector institutions involved in trade promotion.

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 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.
- Reports to High Commissioner in resident country and 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