



Government of the Republic of Trinidad and Tobago
Ministry of Trade and Industry

Job Description

TRADE ANALYST

JOB SUMMARY

Responsible and professional work in the field of trade policy formulation, implementation and external trade negotiations.

DUTIES AND RESPONSIBILITIES

- Undertakes a programme of economic research for the purpose of preparing national negotiating briefs for services, market access, CARICOM and trade related issues
- Advises on current regional and international developments and their impact upon the competitiveness of the local economy, industrial development, and export promotion policies of government.
- Advises on the measures for Trinidad and Tobago to comply with various trade agreements
- Advises on measures to improve market access opportunities for exporters of goods and services ;
- Advises on improvements related to the trade enabling environment
- Undertakes research, planning and evaluation exercises relative to achieving overall trade policy and promotion objectives of the Ministry
- Pre and Post activities for hosting meetings of the Specialist Sub-Committees
- Acts as a liaison between the Ministry and trade related agencies
- Assists with the consultations with stakeholders

KNOWLEDGE, SKILLS AND ABILITIES

- Must possess extensive knowledge of trade policy application and International Trade Agreements.
- Must possess excellent negotiating and communication skills.
- Must possess excellent interpersonal skills.
- Must possess strong analytical skills.
- Must be results and team oriented.
- Must be proficient in Microsoft Office Suite – Word, Excel, Power Point.

MINIMUM EXPERIENCE AND TRAINING

- A University Degree in Economics, Business or International Relations, International Trade Policy or any appropriate related discipline.
- Expertise in the conduct of research, negotiations and trade, economic and statistical analysis.