



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

# *Job Description*

## INDUSTRY ANALYST

### **JOB SUMMARY**

The Industry Analyst is expected to provide support to the Industry Specialist and Senior Industry Specialist in specific industry sectors. Work in this area will include identifying business and industry trends, undertaking policy implementation, project evaluation, and the conduct of research and analysis.

### **DUTIES AND RESPONSIBILITIES**

- Undertakes research and analysis relative to achieving the goals of the targeted industry sectors.
- Assists in the monitoring, implementation and evaluation of projects in specific industry sectors.
- Co-ordinates and organizes meetings, records minutes of meetings, and performs other administrative functions.
- Provides input in support of the economic diversification strategy.
- Assists in the co-ordination of sector activities in the context of the wider activities of trade related and other agencies.
- Assists in the successful delivery of training and seminar activities.
- Participates in various Ministry fora on industry and business activities.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Operations of the MTI or other trade related areas.
- Local industry and business
- Bilateral and International Trade arrangements.
- Strong research and analytical skills.
- Excellent interpersonal and communication skills.
- Results and team oriented.
- Proficient in Microsoft Office Suite applications.

### **MINIMUM EXPERIENCE AND TRAINING**

- A Master's in Economics, Business or International Relations or other related discipline
- A first degree in Economics, Business or International Relations or any related discipline AND two (2) years' experience in any trade related area such as industrial or business development.