



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

# *Job Description*

## POLICY DEVELOPMENT SPECIALIST

### **JOB SUMMARY**

This person will be expected to provide support to the Director of Strategy, Business Facilitation and Programme Management in developing, monitoring and reviewing trade, investment and business policies, strategies and programmes.

### **DUTIES AND RESPONSIBILITIES**

- Facilitates and fosters the policy dialogue between the Ministry of Trade & Industry and the various actors in the public sector, the business community and non-governmental organizations to ensure that: - the views of various stakeholders are considered in trade/investment/business-related issues and Trade/investment/business is mainstreamed in other national initiatives and policies.
- Identifies issues that require analysis and policy direction to ensure the attainment of Trinidad and Tobago's strategic trade, business development and investment-related objectives.
- Formulates project concepts and develop project proposals for initiatives promoting the implementation of Trinidad and Tobago's trade, investment and business policy.
- Co-ordinates the work of consultants hired on trade, investment and business and policy-related agenda issues.
- Participates in various fora to advance Trinidad and Tobago's trade, business and investment policy agenda.
- Identifies and analyzes information to facilitate the formulation and review of trade, investment and business policies, initiatives, measure and policy instruments and to inform negotiation positions on an on-going basis.
- Determines resource requirements for trade and investment related activities and liaise with sources of funding (e.g national budget votes, EDF etc) to secure such resources.
- Monitors and analyzes dynamics in the domestic and global environment and develops appropriate policies in a proactive manner.
- Assists in the preparation of Trinidad and Tobago's WTO Trade Policy Review.

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

- Results oriented and self motivated
- Strong analytical and problem solving skills
- Excellent interpersonal & communication skills, both oral and written as well as critical thinking.

### **MINIMUM EXPERIENCE AND TRAINING**

- Masters Degree in Economics, International Development, Business Administration or any related discipline.
- 3-5 years experience in any trade related areas such as industrial policy/business development.
- Familiarity with the operations of MTI or any such relevant experience will be an asset.
- In-depth knowledge of Microsoft Office Suite applications.