



## **Terms of Reference [ON CONTRACT]**

The Trinidad & Tobago Manufacturers' Association (TTMA), has entered into a joint agreement with the Trinidad & Tobago Chamber of Industry & Commerce (TTCIC) the Bermudez Group Ltd. (BGL) and the Jamaican Chamber of Commerce (JCC) to assist, facilitate and strengthen trade between Jamaica and Trinidad & Tobago. As conceived, the initial primary focus will be on the development of trade in goods and services from Jamaica to Trinidad & Tobago.

This initiative involves the establishment of a Trade Facilitation Desk situated in Trinidad and as such the TTMA on behalf of the other parties named above is seeking to recruit a suitably qualified candidate, on contract, to fill the position:

### **TRADE DESK OFFICER**

#### **CONTRACT POSITION**

#### **JOB SUMMARY**

- To develop and facilitate export trade from Jamaica to Trinidad & Tobago.

#### **MAIN DUTIES**

- Advise on measures to improve market access for Jamaican exporters of goods and services to Trinidad & Tobago.
- To represent the interests of Jamaica business enterprises in Trinidad and Tobago
- To facilitate the networking and match-making between business enterprises in these two countries.
- Identify, promote and advise on business opportunities for Jamaican exporters to Trinidad & Tobago.
- Conduct Market Intelligence on Trinidad & Tobago for Jamaica exporters and potential exporters
- Administration of Trade Facilitation Desk, Report to and Attend Meeting of the Joint Advisory Council.
- Advise on improvements related to the trade enabling environment in Trinidad & Tobago market
- Represent the policy and technical positions of Jamaican exporters as it relates to trade in goods and services with Trinidad & Tobago.
- Undertake research, planning and evaluation exercises relative to facilitating trade in exports of Jamaican goods and services to Trinidad & Tobago.

- Work with the relevant Trade Related Institutions and Regulatory Institutions in both countries to guide private enterprise.
- Undertake consultations with stakeholders and also promotes alliances and relationships with stakeholders.
- As and when required attend meetings both in Trinidad & Tobago and Jamaica relating to the improvement and increase of exports from Jamaica to Trinidad & Tobago.
- Facilitate visits to Trinidad & Tobago of Jamaica business interests who currently or may be interested in exporting goods and services to from Jamaica including “match-making” opportunities and meetings with Trinidad & Tobago businesses and Government agencies.
- Assist in resolving any difficulties that may arise with Entry and/or Departure formalities involving Immigration and/or Customs.
- Assist with hiring a vehicle if required, for ground transportation during the visits.

#### **QUALIFICATIONS**

- At least a First Degree from a recognized University in Business Administration, Economics, International Relations, International Trade Policy or any appropriate related discipline, and preferably an MBA.
- Considerable expertise in export sales, market development, and trade negotiations
- At least five (5) years experience at a managerial position preferably in the field of export promotion, and export market development
- Must possess proficiency in the use of the computer

#### **CANDIDATES**

- Must possess extensive experience in export sales and marketing, with experience in export market development and research.
- Must possess some knowledge of shipping and logistics, certification, registration and standards requirements.
- Must possess excellent negotiating skills and sound communication skills, oral and written.
- Must possess excellent interpersonal and networking skills.
- Must possess some knowledge of trade policy and trade agreements as well as regional policy such as CARICOM / CSME.
- Must be results oriented.

- Must be proficient in Microsoft Office Suite – Word, Excel, PowerPoint and Project.
- Should possess some knowledge of regional business practices and law.
- A knowledge of Spanish would be a distinct advantage.

#### **TERMS AND CONDITIONS OF EMPLOYMENT**

Monthly Contract Fee, allowances and other terms and conditions of contract are to be paid commensurate with qualifications.

#### **SUBMISSION OF APPLICATION**

Applications including Curriculum Vitae, and two references giving details of qualifications and experience, should be submitted no later than 8<sup>th</sup> February, 2012 to:

Chief Executive Officer  
Trinidad & Tobago Manufacturers' Association  
#42 Tenth Avenue, Barataria  
Trinidad

**Unsuitable applications will not be acknowledged**