



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: DIRECTOR OF TRADE

MINISTRY: MINISTRY OF FINANCE, TRADE AND INVESTMENT

LOCATION: PROVIDENCIALES

JOB SUMMARY:

The Director of Trade will serve as a member of the leadership team and will function as a technical professional within the Ministry of Finance, Trade and Investment. The successful candidate will be required to work with trade importers, exporters and a number of strategically important small to medium sized enterprises (SMEs) in a variety of industries and/or sectors. The Director of Trade will be responsible for analyzing foreign trade information, evaluating market and economic factors that may impact trade and will play a leading role in the TCIG's developmental programs.

KEY DUTIES AND RESPONSIBILITIES:

- Advises Turks & Caicos Islands Government (TCIG) on matters of tariffs, markets, and foreign regulations.
- Leads the revision of existing legislation and drafting of new trade legislation, including laws relating to intellectual property rights.
- Negotiates memoranda of understanding relating to trade between the TCIG and other countries.
- Facilitates national, regional and international business missions for manufacturer and exporters.
- Represents the TCI's industries at different fora. This includes, speaking engagements and presentations to industrial groups.
- Supports the business sector in its efforts to innovate and achieve growth in both manufacturing and exports.
- Helps exporters establish distribution in specific markets.
- Participates in Investment promotion (foreign direct investment).
- Oversees multiple data-gathering and analysis initiatives.
- Analyzes complex reports as revealed by the data.
- Prepares briefing material for government and senior management on market related issues.
- Leads and direct the work of others when necessary.
- Requires a wide degree of creativity and latitude to meet objectives.
- Adheres to all Public Service Codes and Regulations
- Performs other related tasks as assigned





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MINIMUM QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in international business, global public policy, political science, international trade, business administration, and economics, marketing or comparable is essential.
- A Master's Degree and or any other further qualification in economics, marketing / trade marketing will be an asset.

Experience:

- The position requires at least eight (8) years hands-on experience of which three (3) years were obtained by working at a senior level and in a supervisory capacity

COMPENSATION:

SALARY: Grade 9.1- \$75,363.00 per annum

For persons recruited outside the Turks and Caicos Islands, the following benefits are offered in addition to basic salary: A two-year extendable contract; housing allowance, end-of-contract gratuity of 10% of salary, return passages for a family of up to two children up to the age of 18 years, duty free personal shipping imported within six months of the appointment.

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

