

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Tourism, Commerce, Industry and Cooperatives		
2. Position Title: Senior Trade Officer	3. Salary Level: L6-5	Division: Trade Promotion Division
4. Reports To: Director	5. Direct Reports: Secretary	
6. Primary Objective of the Position: Effective implementation of MCIC's MOP and work plan of the Trade Promotion Division by implementing strategies to enhance domestic and international trade through effective trade policy implementation, capacity building in marketing, supply chain management, product quality and standards.		

7. Position Overview	
9. Financial: NIL	10 Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> • Honorable Minister • Secretary, MCIC • Deputy Secretary, MCIC • MCIC Staffs/ Trade Promotion Division Staff To be referred to Manager: <ul style="list-style-type: none"> • Technical and decision beyond capacity and capability • Seeking approval before undertaken extra activities • Any other related issues beyond his/her control 	12. External Stakeholders: <ul style="list-style-type: none"> • NTAC: National Trade Advisory Committee Members • ALL Government Ministries • Producer Groups in the Outer islands • Cooperatives in the Outer Islands To be referred to Manager <ul style="list-style-type: none"> • Assistance to be provided to the stakeholders • Providing information related to the Ministry • Any other advices required from these stakeholders

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Relevant trade Policy legislation in place	<ul style="list-style-type: none"> • Coordination and implementation of trade policies i.e. Trade Policy Framework, National Quality Policy among others. • Monitoring international trade practices and making recommendations. 	<ul style="list-style-type: none"> - Trade Policies formulated and effectively implemented.
Regional Trade Agreements negotiated and implemented	<ul style="list-style-type: none"> • Preparing trade briefs and position papers for bilateral and regional trade negotiations; • To provide advice for ratification of regional trade agreements i.e. PACER plus, PICTA, etc. • Provide advice to National Trade Advisory Committee on Trade matters. • Participating in trade negotiations • Providing information on International trade and government policies to the business community; • Developing briefs and national negotiating positions for consideration by the National Trade Advisory Committee (NTAC) • Convening NTAC meeting, in consultation with the Secretary as Chairperson on trade related issues. 	<ul style="list-style-type: none"> - Advice is provided on timely basis and effective implementation of trade agreements; - Number of brief developed on a timely basis. - Number of meetings convened
Aid for Trade (Aft) coordination and Dialogue with Development Partners	<ul style="list-style-type: none"> • Assisting the Director of BPC in coordinating Aft dialogues with development partners • Developing Aid for trade project proposals to support the implementation of Trade Policy Framework, National Quality Policy among others 	<ul style="list-style-type: none"> - Number of dialogues with development partners - Number of project proposals approved

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	<ul style="list-style-type: none"> • Supporting the implementation of Aft projects like Enhanced Integrated Framework (EIF) among others 	
<p>Increase market access for potential products</p>	<ul style="list-style-type: none"> • Developing partnership with the Pacific Islands Trade and Invest (PT & I) Agencies. • Organizing and participating in international trade missions, fairs. • Undertaking trade Research, market intelligence, market profiling and business mapping for trade development; • Providing advice and extension services on trade issues including producer market linkages for outer island products. • Advising on trade missions to explore markets for potential products • Monitoring the impact of trade practices and making recommendations. 	<ul style="list-style-type: none"> - Number of market accessed - Increased in exports

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Coordinate and administrative activities and other task and responsibilities under the direction of DBPC to ensure ministry objectives are met. • Additional working hours may be required to meet deadlines. • Overtime is not applicable. 	<p>11.1 PQR (Position Qualification Requirement): Education: Degree in Economics, Law, International trade, Commerce, Development Studies, Business Management and other related fields. Experience: Minimum of at least 3 years of experience. Job Training: Should have undergone trade related trainings. Prerequisite:</p>
	<p>11.2 Key Attributes (Personal Qualities):</p>

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	<ul style="list-style-type: none">1. Knowledge<ul style="list-style-type: none">- Fluent in both English and Kiribati Language- Education and Training 2. Skills:<ul style="list-style-type: none">- Active listening- Critical Thinking- Instructing- Complex problem solving 3. Attributes<ul style="list-style-type: none">- Efficient- Analytical thinking- Teamwork- Creative, energetic and enthusiastic about work- Willingness to work after hours.
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