


**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Tourism, Commerce, Industry and Cooperatives		
2. Position Title: E-Trade Promotion Officer	3. Salary Level: L15-14/13-12	Division: Trade Promotion Division
4. Reports To Director BPC, Senior Trade Officer.	5. Direct Reports: Assistant Trade Officer	
6. Primary Objective of the Position: To contribute to developing and implementing strategies to assist stakeholders accessing the local and international markets through effective e-trade or e-commerce policy and legislation implementation, implementation of the Trade Portal and ensuring alignment of Kiribati with transparency obligations of Trade agreements such as PACER Plus, PICTA, China-Kiribati MoU, any future free trade agreements.		

7. Position Overview	
9. Financial: NIL	10. Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> • Secretary, MTCIC, • Deputy Secretary, MTCIC • MTCIC Staff / 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 undertaking extra activities • Any other related issues beyond his/her mandate 	12. External Stakeholders: <ul style="list-style-type: none"> • NTAC: National Trade Advisory Committee Members • ALL Government Ministries • Exporters and Importers • NGOs: KANGO, KCCL, AMAK, UNCTAD • Producer Groups in the Outer Islands To be referred to the Manager <ul style="list-style-type: none"> • Assistance to be provided to the stakeholders • Providing information related to the Ministry • Any other advice 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"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Relevant trade Policy legislation in place	<ul style="list-style-type: none"> • Organizing Meetings with relevant stakeholders to support ecommerce policy formulation and/or implementation. • Organizing National Trade Advisory Committee meetings and other relevant subcommittees. 	<ul style="list-style-type: none"> - Ecommerce Policies formulated and measures effectively implemented.
Trade Information Portal	<ul style="list-style-type: none"> • Collect relevant trade-related procedures/legislations to register on the Trade Portal System. Develop the Trade Portal system in collaboration with relevant stakeholders • Understand and master the philosophy of the Trade Portal System. • Learn to use the Trade Portal to content management system in order to register and update data, legislations, texts and images • Regularly verify and update all information published on the Trade Portal System • Organize field visits and undertake public outreach 	<ul style="list-style-type: none"> - Trade Portal System is developed and effectively implemented; - Trade Portal System is kept up-to-date
Linking Procedures to Markets in Tarawa, regional and international	<ul style="list-style-type: none"> • Assist in undertaking ecommerce capacity needs assessment for Producers in the Outer island • Assist in Building capacity of local producers on trade, ecommerce and e-marketing skills • Assist in developing trade information brochures • Provide information on trade/Market information to local producers especially in the Outer Islands. 	<ul style="list-style-type: none"> - Number of ecommerce capacity needs assessments undertaken - Number of capacity building targeting local producers implemented.

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<p>Assisting Local producers especially in the Outer Islands in using Ecommerce platforms and digital business operations</p>	<ul style="list-style-type: none"> • Building the capacity of local procedures on Distribution and Supply chain management • Mobilizing Local producers to participate in local trade fairs. • Assist in developing ecommerce and trade briefs • Assist in training procedures on economic benefits of ICT in business • Provide training procedures in the Outer Islands on Ecommerce skills trainings 	<ul style="list-style-type: none"> - Number of Trade Information Briefs developed and disseminated - Number trainings on Ecommerce initiatives - Number of projects developed and implemented on Ecommerce - To oversee and coordinate Kiribati participation of overseas trade fairs, exhibitions, etc.
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<p>14. Key Challenges Effective teamwork to meet high quality inputs, completing tasks on time to meet deadlines, self-control in dealing with aggressive client/ customers.</p>	<p>15. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: Form 6 or Form 5 with 1-year of relevant work experience. Experience: Social and keen to work with communities. Job Training: Should have undergone trade related trainings. Prerequisite:</p> <p>11.2 Key Attributes (Personal Qualities): 1. Knowledge</p> <ul style="list-style-type: none"> • Fluent in both English and Kiribati Language • Education and training
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	<p>2. Skills:</p> <ul style="list-style-type: none">• Active listening• Analytical critical thinking• Instructing• Complex problem solving <p>3. Attributes</p> <ul style="list-style-type: none">• Efficient• Teamwork• Creative, energetic and enthusiastic about work.
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