

## POSITION DESCRIPTION

### PROJECT EXPERT (Haiti)

#### 11<sup>th</sup> EDF Haiti-Dominican Republic Bi National Cooperation Programme-Trade and Private Sector Component

Reporting to: Deputy Programme Manager (HT)

LOCATION: Programme Office, Port-au-Prince, Haiti

### SUMMARY OF RESPONSIBILITIES

The Project Expert (Haiti) will provide guidance to enhance the quality of goods produced in Haiti and the Dominican Republic and will support the companies and clusters with a view to enabling them to obtain international certifications to access international niche markets. In addition, will achieve the equivalence and recognition of standards and quality systems for five (5) products between Haiti and the Dominican Republic

The Project Expert (HT) will also ensure the effectiveness of the collaboration and cooperation of the Ministries working in trade related issues and the Customs Administrations of both countries. The Project Expert will be working with the Deputy Programme Manager of the Binational Programme, the Ministries of Trade and Industry of both countries and the Customs Administrations.

### KEY RESPONSIBILITIES

- Assist the standards agencies of Haiti and the Dominican Republic (respectively BHN and INDOCAL) as well as the overall quality infrastructure of both countries in upgrading the quality and quantity of services provided to the private sector;
- Assist the standards agencies of Haiti and the Dominican Republic as well as the overall quality infrastructure of both countries in the dissemination and promotion of the knowledge and adherence to quality standards and technical regulations applicable in Haiti and the Dominican Republic;
- Assist the standards agencies of Haiti and the Dominican Republic in the harmonisation of standards and technical regulation for five (5) products including their labelling requirements;
- Assist the standards agencies of Haiti and the Dominican Republic in the establishment of a binational information exchange system on quality standards and technical regulations of both countries;

- Assist the Deputy Programme Manager of the Binational Programme in strengthening the capacities of the Ministries responsible for trade and industry related issues of Haiti and the Dominican Republic and the Customs Authorities.
- Assist the Deputy Programme Manager of the Binational Programme to promote the effective implementation of rules applying to formal trade including mechanisms with a view to implementing current trade agreements and/or promoting new ones;
- Support the Deputy Programme Manager of the Binational Programme with the effective implementation of the communication platform between the Ministries of Trade and Industry which was created during the 10<sup>th</sup> EDF Binational Programme;
- Support to the collaboration of Customs Administration in the control and facilitation of binational trade including the implementation of binational agreements; and
- Assist the Deputy Programme Manager of the Binational Programme to support of joint training of staff of the Ministries of Trade and Industry and Customs Administrations.

***Any other duties as required by the Agency, including project related activities.***

### **CORE COMPETENCIES: Knowledge**

- Extensive background in the fields of Customs and International Trade;
- Sound knowledge of quality infrastructure (standards, regulations, certification and/or accreditation systems);
- Good knowledge of the advancements in binational cooperation actions in the field of trade, commerce and others.

### **CORE COMPETENCIES: Skills**

- Excellent communication skills (written and verbal) and ability to deliver subject matter materials to small or large groups of individuals;
- Strong interpersonal skills with the ability to negotiate and collaborate with internal and external personnel to ensure successful customs compliance and trade program objectives;
- Demonstrated analysis and trouble-shooting skills;
- Good teamwork skills.

### **CORE COMPETENCIES: Abilities**

- Strong work ethic and highest level of integrity;
- Self-motivated individual requiring minimal management over-sight;
- Able to develop follow-up plans including documentation of actions items and time-lines;
- Ability to work under pressure with competing demands;
- Ability to work effectively in a multi-cultural, diverse, dynamic environment;
- Advanced proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel and Microsoft PowerPoint; and
- Fluent in French and Spanish and working knowledge of English.

## **EDUCATION / EXPERIENCE / CREDENTIALS**

- A Postgraduate degree in Customs/International Trade/Business Administration/International Business or a related field.
- Minimum of five (5) years' experience in trade promotion related work and/or direct experience in customs and/or standards bodies;
- Knowledge of internationally recognized trade facilitation best practices;
- Knowledge of customs regulations and best practices as promoted by the World Customs Organisation;
- Knowledge of trade flows in the Caribbean region;
- Experience in interfacing with Trade Policy Organizations;
- Working experience in Haiti and/or the Dominican Republic; and
- CARIFORUM national.

## **TRAVEL DEMANDS**

- Frequent travel between the Dominican Republic and Haiti will be required to undertake the duties of the post effectively.