

POSITION DESCRIPTION

SENIOR ADVISOR – COMPETITIVENESS & EXPORT PROMOTION

REPORTING TO: MANAGER, COMPETITIVENESS & EXPORT PROMOTION

LOCATION: BARBADOS

Reporting to the Manager – Competitiveness and Export Promotion (CEP), the Senior Advisor – Competitiveness and Export Promotion (CEP) will help to oversee the work of the Competitiveness and Export Promotion department in particular as it relates to the promotion of the interests of the regional private sector with a focus on SMEs in the areas of export development and promotion and trade advocacy. He/She will work to provide technical support and leadership to the Advisors in the different functional areas outlined above to ensure the successful and timely achievement of the department’s work program. He/She will also be required to liaise with all departments within Caribbean Export as well as with external stakeholders, and to represent the Agency from time to time in forums (regional and international).

KEY RESPONSIBILITIES

- Assists the Manager – CEP with policy development, strategic planning, coordination and administrative support for the Agency’s overall export development and promotion and trade advocacy activities directed at national, regional and international markets. Specifically, he/she will be required to:
 - Assist with providing support to the private sector within CARIFORUM through the development and implementation of a regional capacity building and advocacy program aimed at improving the competitive position of regional exporters in target markets;
 - Assist with the development and implementation of Caribbean Export’s export promotion initiatives including coordination of international trade missions, market visits, study tours and trade fair participation under Caribbean Export’s international branded platforms;
 - Assist in the development of national trade shows and other export promotion initiatives including providing technical guidance to national coordinating teams;
 - Assist with managing international trade policy issues including the monitoring and identification of key trade issues, analysing those issues, selecting priorities and strategic response actions, and implementing relevant programs of action;

- Assist with the development and implementation of programs which respond to private sector export needs and assist BSOs with providing a wider range and quality of services;
- Advise regional policy makers when required on matters of opportunity and threats to businesses within the CARIFORUM region resulting from developments within the international trading system;
- Provide technical leadership and direction for engaging directly with private sector firms with a focus on SMEs across the CARIFORUM region to accelerate or develop their export readiness, and trade support organizations to enhance their export support capacities and readiness;
- Serve as a leading resource person to export enterprises within CARIFORUM, as well as to local trade support organizations, NGOs and other development partners;
- Assist with and help provide leadership and direction to advisors and staff planning, coordinating and implementing technical assistance and capacity building programs for exporters and for trade support organizations within the CARIFORUM region;
- Provide support to the Agency for the development, coordination and implementation of export and trade related policies and programs;
- Help to achieve the objectives of the Agency by assisting in the development of its strategic and annual work plans.

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

CORE COMPETENCIES: Knowledge

- Sound knowledge and understanding of CARIFORUM countries and their export development policies and programs;
- Sound knowledge and understanding of private sector developmental needs and constraints in the Region;
- Sound knowledge and a strong understanding of Regional and International Trade & Export policies, relevant regional trade agreements, programs, funding mechanisms, legal documents and events;
- Extensive experience in trade show/mission planning and coordination including the execution of national trade shows;
- Extensive knowledge and skills in project management specifically in the areas of export development and promotion;
- Knowledge and understanding of the various trading agreements and the EPA in particular as it relates to export development opportunities and challenges;
- Knowledge of the economic and social development issues in the Caribbean region;
- A sound understanding of the CSME and other relevant trading blocs;

- Strong network and knowledge of various donor agencies that offer funding opportunities;
- Knowledge of and ability to provide guidance and leadership on export strategy development and or planning, or alternatively to develop and work with strategic plans at the enterprise, sector and country levels;
- Knowledge and practice of International/Local Protocols and Business Etiquette for governments, business and social interactions, meetings or events;
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessments, meeting quality standards for services and evaluation of customer satisfaction.

CORE COMPETENCIES: Skills

- Excellent administrative skills;
- Excellent oral and written communication skills;
- Excellent organizational and planning skills;
- Good team work and leadership skills;
- Strong research and monitoring skills;
- Excellent analytical skills and ability to communicate findings very clearly in writing;
- Problem solving skills with solution and proactive orientation;
- Excellent report writing and presentation skills;
- Good negotiation and mediation skills.

CORE COMPETENCIES: Abilities

- Strong ability to critically analyse trade data and intelligence;
- Ability to plan effectively and to manage a multi-cultural team across different functional areas and specializations;
- Ability to multi-task, prioritize and manage time effectively to meet several deadlines;
- Ability to work under pressure with competing demands while delivering high-quality results;
- Good judgment and decision-making ability;
- Utilises initiative and is adaptable;
- Demonstrates confidentiality and discretion with sensitive information;
- Pays attention to detail and accuracy;
- Ability to work effectively in a dynamic environment.

EDUCATION/ EXPERIENCE/ CREDENTIALS

- A Post Graduate Degree in Management, International Marketing, International Trade, Business, Export Development and Market Analysis or related field;
- A minimum of five (5) years' experience in trade policy formulation, export, private sector development and market analysis;
- At least five (5) years' experience at the managerial level in export development at the national level or regionally/internationally. At least five (5) years' experience in project management – a certification in project management will be an asset. Experience in working with grant schemes would be a distinct advantage;
- Experience in developing strategic plans for a company/companies involved in exporting;
- Experience in training in the area of private sector development;
- Experience working with enterprises and with national trade promotion organisations and/or other business support organizations;
- Proven relationship management skills;
- Be a national of a CARIFORUM state;
- Fluent in English. Ability to communicate in French, Spanish, or Dutch an asset;
- Proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel, Microsoft Project and Microsoft PowerPoint.

TRAVEL DEMANDS

- As required.