

POSITION DESCRIPTION

PROJECT EXPERT

11th EDF Haiti-Dominican Republic Bi National Cooperation Programme-Trade and Private Sector Component

Reporting to: Deputy Executive Director

Location: Santo Domingo, Dominican Republic

SUMMARY OF RESPONSIBILITIES

The Project Expert (DR) will provide guidance to promote a more balanced and formal binational trade between Haiti and the Dominican Republic. The Project Expert will be working with Business Support Organisations (BSOs), Small and Medium Size Enterprises (SMEs) and the Public Sector of both countries.

The Project Expert will also work towards the improvement of the competitiveness of Haitian and Dominican companies operating in selected sectors, focusing in the development of the Essential Oils/Cosmetics Value Chain of the bi-national programme.

KEY RESPONSIBILITIES

- Carrying out a comprehensive diagnosis for the Essential Oils/Cosmetics Value Chain of the bi-national programme with a view to developing a comprehensive joint strategy and action plan for the promotion of the same;
- Coordinate all aspects and carry out the call for proposals and evaluations for the selection of the Haitian and Dominican Companies that will be part of the Essential Oils/Cosmetics Value Chain of the bi-national programme;
- Delivering financial and technical assistance for the implementation of the proposed entrepreneurial action plan of the Essential Oils/Cosmetics Value Chain of the bi-national programme;
- Develop and submit annual budgets for the effective implementation of the Essential Oils/Cosmetics Value Chain strategy of the bi-national programme;
- Assist Haitian and Dominican companies/clusters in the co-financing of costs related to obtaining international quality certification, geographical indication and other certification required by targeted niche markets;
- Assist Haitian and Dominican companies/clusters in the co-financing of costs related to protection and promotion on the intellectual property;
- Support to the collection of binational trade statistics by promoting the creation of interinstitutional binational working groups of institutions working on binational trade and investments issues;

- Follow the implementation of the work programme in favour of business support organizations of Haiti and DR;
- Support the business support organizations both countries to increase the quality and quantity of services offered to their members;
- Follow the implementation of the cooperation agreements between the Chamber of Commerce of Haiti (CCIH) and the Federation of Chambers of Commerce (FEDOCAMARAS) of the Dominican Republic;
- Promote cooperation between the Private Sector of both countries and the EU, CARIFORUM, CELAC, SICA and/or ACP States.

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

CORE COMPETENCIES: Knowledge

- Good knowledge of Haiti and the Dominican Republic private and public sector;
- Experience in working with business support organizations in Haiti and/or the Dominican Republic;
- Knowledge of industrial processes and trading in international markets;
- 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 post-graduate degree in Sustainability Economy and Policy/International Trade/ Business Administration or a related field;
- A minimum of five (5) years' experience in private sector and trade promotion related work and/or social development related work;
- Experience and/or knowledge of the cosmetics/essential oil industry is highly desirable;
- Working experience with Haitian and Dominican BSOs and SMEs;
- Knowledge of private sector development in the Caribbean region;
- Knowledge of trade flows in the Caribbean region;
- Knowledge of internationally recognized trade facilitation best practices;
- 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.