

## Government of Tuvalu — Job Description



<b>Position and Title:</b>	Trade Officer (Trade Policy & Research)	
<b>Band and Salary:</b>	T1 - T3	\$15,448 - \$29,287
<b>Ministry and Department:</b>	Ministry of Foreign Affairs, Labor and Trade	Department of Trade
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Director of Trade	

### JOB PURPOSE:

The purpose of the job is to review, analyze and formulate trade policies and monitor implementation of trade policy-related recommendations of the Trade Policy Framework (TPF) the National Trade Development Strategy and Te Kete. In addition, the Trade Officer will work on the development of the private sector and creation of an enabling business climate for both public and private sector enterprises as well as foreign direct investment in Tuvalu. Transport and trade facilitation issues will also be under the responsibility of the Trade Officer.

### KEY RESPONSIBILITIES:

1. Formulate Trade Policies: Develop trade and related policies to enhance the business climate in Tuvalu
2. Monitor Implementation: Oversee the execution of the Tuvalu National Trade Development Strategy (TNTDS), Te Kete, and Trade Policy Framework (TPF).
3. Coordinate with ministries: collaborate with other line ministries to ensure trade is integrated into the national plan.
4. Support private sector development: Foster private sector growth through proactive decision-making and engagement.
5. Attract Foreign Investment: promote and reform the investment regime to create a more favourable environment for foreign direct investment.
6. Facilitate trade and transport: Implement trade facilitation measures and develop a multi-modal transport strategy to improve the flow of goods and services.

### MAIN DUTIES AND OUTCOMES:

- 1.1 Attend trade conferences to advocate for Tuvalu's trade policies and negotiating positions.
- 1.2 Develop and promote Tuvalu's trade-related policy positions at regional and international trade forums.

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- 2.1 Prepare policy position papers and analyze and formulate policies in line with the TPF, TNTDS, Te Kete and Tuvalu's key negotiating positions and interest.
- 2.2 Review sectoral plans through analyze and evaluate sectoral plans from relevant ministries to ensure trade interests are effectively incorporated and aligned with national trade objectives.
- 3.1 Continue coordination with other government ministries mainly the Central Statistics Department, and the Department of Customs, to compile and update trade-related data as necessary.
- 3.2 Engage with stakeholders mainly the private sector to enhance, promote and seek opportunities that will promote and improve private sector development on policy level and research.
- 4.1 Explore and identify emerging trends and opportunities Tuvalu can receive from regional agencies, and development partners
- 4.2 Facilitate and support initiatives that promote the development and implementation of innovative trade strategies within the trade policy areas.
- 5.1 Look into trade related policies that can attract investors and reflect Tuvalu's interest on investment in various trade sectors.
- 5.2 Work closely with other government ministries mainly the Business and Investment department to advocate Tuvalu interests in the national level mainly in reviewing and updating policies in-relation to investment.
- 6.1 Mobilize resources to implement trade facilitation program and contribute to the development of a sound multi-modal transport strategy in order to facilitate the flow of goods, services and natural resources.
- 6.2 Evaluate and recommend improvements to infrastructure and services that support trade in tourism and labor, ensuring they meet international standards.

### **MANDATORY REQUIREMENTS:**

Diploma similar qualification in Trade, Economic or Commerce with at least three years working experience in related field.

### **DESIRABLE REQUIREMENTS:**

High level representational and negotiation skills  
High level written and oral communication skills (Tuvaluan and English)  
High-level attention to detail and accuracy  
Sound Microsoft Office and computer skills  
Ability to liaise with a range of stakeholders  
Sound time management skills  
This position will require travel.

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### IMPORTANT NOTICE

#### Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.