

Government of Tuvalu – Job Description



Position Title:	Trade Officer (Services Trade & Intellectual Property Rights)	
Band and Salary:	TI-T3	\$15,488 - \$29,287
Ministry and Department:	Foreign Affairs, Labor and Trade	Department of Trade
Location:	Funafuti	
Reports to:	Director of Trade	

JOB PURPOSE: (a short 1-2 line summary of the job)

The purpose of the job is to formulate trade in services policies, manage and coordinate the implementation of trade in services, particularly the core sectors defined in the DTIS: tourism and labour mobility. The Trade Officer in charge of trade in services will keep abreast of new developments in trade negotiations on trade in services covering bilateral, regional and international trade agreements and will engage in these negotiations in Tuvalu's best economic interests.

KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)

1. Implementation Coordination: Oversee the implementation of recommendations from the DTIS regarding trade in services, focusing on tourism and labor
2. Inter-Ministerial Collaboration: Coordinate with relevant ministries to integrate trade interests into their sectoral action plans.
3. Negotiation Position Formulation: Develop Tuvalu's negotiation positions for trade in services in bilateral, regional, and international agreements.
4. Promotion of Innovative Strategies: Encourage innovative trade strategies in services, such as telecommunications, ICT, and business processing outsourcing.
5. Environmental Linkages: Address the connection between trade in services and environmental challenges to enhance Tuvalu's economic potential sustainably
6. Capacity strengthening: Identify measures to bolster Tuvalu's supply-side capacity in trade in services, particularly in tourism and labor.

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities listed above)

- 1.1 Monitor progress by tracking and assess the progress of implementing DTIS recommendations related to the trade in services, ensuring targets are met.
- 1.2 Facilitate stakeholder engagement by organize meetings and consultations with stakeholders in the tourism and labor sectors to gather input and provide updates on implementation efforts.

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2.1 Establish communication channels by creating and maintain effective communication between ministries to ensure ongoing collaboration on trade-related initiatives.

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 Conduct research and analysis of trade dynamics and trends to inform Tuvalu's negotiation strategies and positions.

3.2 Engage with stakeholders, including industry representative and governmental officials, NTSC members and others to gather insights and build consensus on negotiations objectives.

4.1 Explore and identify emerging trends and opportunities in telecommunications, ICT, and business processing outsourcing to enhance trade in services.

4.2 Facilitate and support initiatives that promote the development and implementation of innovative trade strategies within the service sector.

5.1 Evaluate the environmental impacts of trade in services initiatives to ensure sustainable development practice are integrated.

5.2 Advocate for and implement sustainable practice within the service sector that align with environmental conservation efforts in Tuvalu.

6.1 Design and Implement skills development programs to enhance workforce skills in tourism and labor sector, addressing identified gaps.

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 in similar qualification in Trade, Economic or Commerce with at least 3 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.

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.

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- (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 carry add value to the job.
- (iii) _____ in (i) and (ii) must reflect the information in the CV; and the

The response in each case
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.

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