



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
NEW YORK

## Vacancy Notice – 01/2012

### Job description

Job title : Trade and Business Facilitator  
Location : Consulate General of Trinidad and Tobago, New York  
Responsible to : Consul General  
Responsible for : N/A

### Purpose of the job/post

To assist the Consulate General in establishing a Commercial Relations Unit within the Consulate, including the design, development and execution of a programme of activities in keeping with its mandate and objectives.

### Job summary

The incumbent will be responsible for the effective implementation of the policies of the Government of Trinidad and Tobago in its pursuit of foreign investment, technology transfer, joint ventures, export promotion, sources for the Trinidad and Tobago market and for developing and promoting the economic image of Trinidad and Tobago. The Trade and Business Facilitator will also be responsible for cultural agreements and initiatives and integrating the latter with business opportunities.

### Key duties/responsibilities

- Implement Trade and Business Policy in the immediate, short, medium and long term.
- Develop plans and strategies for accessing capital, technology and trade for priority sectors and firms in Trinidad and Tobago.
- Attract foreign capital and appropriate technology to Trinidad and Tobago and such activities likely to earn foreign exchange.
- Secure more cost-effective sources of supplies and technologies for the Trinidad and Tobago market.
- Forge links and build relationships between domestic and international partners.
- Coordinate trade missions to and from Trinidad and Tobago.
- Coordinate Trinidad and Tobago participation in business/trade exhibitions in the USA.
- Establish and maintain links with business chambers and organizations with all states within the jurisdiction of the Consulate General.
- Identify potential markets for existing and potential Trinidad and Tobago products and services.
- Develop plans of action and program activities and timetables for implementing the strategies and positional an image-building activities and for securing investors and joint venture partners for new as well as existing firms in Trinidad and Tobago.

- Build and sustain relationships with relevant officials and other stakeholders in the countries of accreditation and provide a meeting point for engaging foreign economic agents who may be interested in doing business with Trinidad and Tobago.
- Establish and maintain relationships within the Trinidad and Tobago Diaspora in support of their economic activities that may be of direct or indirect benefit to Trinidad and Tobago.
- Develop and maintain an effective public relations programme and work effectively with the resident media in the countries of accreditation in order to raise the profile of Trinidad and Tobago's products and services at the Missions.
- Provide inputs to facilitate the effective negotiations of bilateral agreements between Trinidad and Tobago and the countries of accreditation.
- Establish criteria for identifying the regions/areas with the highest potential for satisfying the major objectives and interest groups.
- Identify and prioritize, in conjunction with relevant domestic institutions, the capital needs, investment opportunities and potential of Trinidad and Tobago.
- Investigate and research the background of firms, industries, financiers, traders and other potential investors, in order to ascertain their efficacy; undertake an analysis of their financial or operational performances; research the need for incentives; facilitate joint venture partnership with firms in Trinidad and Tobago.
- Prepare projections of expenditure related to the work programme.
- Explore training opportunities and technical assistance in the areas of business and industry development.
- Coordinate outreach programmes with various stakeholders.
- Establish and maintain appropriate databases for the creation of information sources and research.
- Produce periodic newsletter/journal and maintain social media sites about the Consulate's activities.
- Prepare and present papers on the business and trade opportunities in and with Trinidad and Tobago.
- Prepare and transmit regular and up to date reports and analyses of the economic sectors (industry, finance, capital movements, technology and trade) in countries of accreditation, with suggested recommendations.
- Perform other related duties.

### **Other requirements**

- Trustworthy and confidential at all times in everything that is communicated both orally and in writing.
- Proficiency in the use of computers particularly Microsoft Office suite, desktop publishing and databases.
- Ability to communicate effectively both orally and in writing.
- Ability to work with people and in teams.
- Displays patience and good listening skills.
- Ability to be creative in problem solving.

**Minimum Qualification**

An undergraduate degree in Business Administration, Marketing, Business Development. Experience in international business would be an asset.

**To apply**

Send resume and reference letters (not reference contact details) by e-mail (consulate@ttcgny.com), fax (212-232-0368) or post mail (Consulate General of Trinidad and Tobago, 125 Maiden Lane, 4th Fl., New York, NY 10038) by **January 21, 2012**. Persons who have submitted resumes in the within the last 11 months need not resubmit their resume.

Administration  
CG, NY  
2012-1-11