

**POSITION DESCRIPTION**

1. Ministry: Ministry of Commerce, Industry and Cooperatives		
2. Position Title: Trade Officer	3. Salary Level: L11-10/9-7	Division: Trade Promotion Division
4. Reports To: Director BPC, Senior Trade Officer	5. Direct Reports: Assistant Trade Officer	
<p><b>6. Primary Objective of the Position:</b>          To contribute to the effective implementation of MCIC's MOP and work plan for the Trade Promotion Division, by implementing strategies to assist local producers to access the Local and international markets through effective trade policy implementation, capacity building in the area of marketing, supply chain management, product quality and standards.</p>		
<p><b>7. Position Overview</b></p>		
9. Financial: NIL		
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Honorable Minister</li> <li>• Secretary, MCIC</li> <li>• Deputy Secretary, MCIC</li> <li>• MCIC Staffs / Trade Promotion Division Staff</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Technical and decision beyond capacity and capability</li> <li>• Seeking approval before undertaken extra activities</li> <li>• Any other related issues beyond his/her control</li> </ul>	<p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• NTAC National Trade Advisory Committee Members</li> <li>• ALL Government Ministries</li> <li>• NGOs: KANGO, KCCL, AMAK</li> <li>• Producer Groups in the Outer Islands</li> <li>• Cooperatives in the Outer Islands</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Assistance to be provided to the stakeholders</li> <li>• Providing information related to the Ministry</li> <li>• Any other advices required from these stakeholders</li> </ul>	
10. Legal:		

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Approved by: _____	Date of Issue: _____
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**13. KEY ACCOUNTABILITIES (include linkage to KDP, MOP and Divisional Plan)**

- **KDP/KPA;**
- **MOP Outcome;**
- **Divisional/Departmental/Unit Plan;**

**Key Result Area/Major Responsibilities**

**Major Activities/Duties**

**Performance Measures/Outcomes**

<p>Relevant trade Policy legislation in place</p>	<ul style="list-style-type: none"> <li>• Assist in the coordination and implementation of Trade policies i.e Trade Policy Framework, National Quality Policy among others with assistance and guidance of the Senior Trade Officer and Director.</li> <li>• Provide information on government policies to the business communities.</li> </ul>	<ul style="list-style-type: none"> <li>- effectively implemented and monitored;</li> </ul>
<p>Regional Trade Agreements negotiated and implemented</p>	<ul style="list-style-type: none"> <li>• Assist in preparing trade briefs and position papers for Bilateral and regional trade negotiations.</li> <li>• Assist in organizing National Trade Advisory Committee meetings;</li> <li>• Assist in providing information on International trade issues to the business community.</li> </ul>	<ul style="list-style-type: none"> <li>- Number of brief developed on a timely basis.</li> <li>- Number of meetings convened</li> </ul>
<p>Aid for Trade (Aft) coordination and Dialogue with Development Partners</p>	<ul style="list-style-type: none"> <li>• Assist in the implementation of Aft projects i.e. Enhance Integrated Framework, PACER Plus</li> <li>• Assist in undertaking needs assessment to inform project development.</li> </ul>	<ul style="list-style-type: none"> <li>- Aft projects implemented</li> <li>- Needs assessment is undertaken</li> </ul>
<p>Linking Producers to Markets in Tarawa, regional and international.</p>	<ul style="list-style-type: none"> <li>• To undertake Market related capacity needs assessment for Producers in the Outer Island;</li> <li>• Build capacity of local Producers on Trade and Marketing Skills;</li> <li>• Developing Trade Information Brochures;</li> <li>• Disseminating Market information to local</li> </ul>	<ul style="list-style-type: none"> <li>- Number of market needs assessments undertaken;</li> <li>- Number of capacity Building targeting local producers implemented</li> </ul>

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<p>Provide Extension Services on trade issues to producers and business community</p>	<ul style="list-style-type: none"> <li>producers especially in the Outer Islands;</li> <li>Build the capacity of Local producers on Distribution and Supply chain management.</li> <li>Mobilizing Local producers to participate in local Trade fairs.</li> <li>Train producers on economic benefits of meeting set market standards</li> <li>Train producers in the outer islands on standards and packaging skills,</li> <li>Develop Projects to enhance the capacity of producers on marketing and packaging</li> <li>Disseminate market information on trade issues, product quality and standards to producers and business community.</li> <li>To oversee and coordinate Kiribati participation at overseas trade fairs, exposition, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Number of Trade information Briefs developed and disseminated</li> <li>Number of local producers participated in local Trade Fairs.</li> <li>Number of trainings on product quality and standards implemented</li> <li>Number of projects developed and implemented on standards and product quality.</li> <li>Number of overseas trade fairs and exhibitions attended by Kiribati.</li> </ul>
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**14. Key Challenges**

- Coordinate and administrative activities and other task and responsibilities under the direction of senior staff or DBPC/DS/PS to ensure ministry objectives are met.
- Additional working hours is not required to meet deadlines.
- Overtime is not applicable.

**15. Selection Criteria**

**11.1 PQR (Position Qualification Requirement):**  
**Education:** Degree in Economics, Law, International trade, Commerce, Development Studies, Business Management and other related fields.  
**Experience:**  
 Social and keen to work with communities as the post holder is to involve with awareness at the community level based on trade and marketing related matters.  
**Job Training:** Should have undergone trade related trainings.  
**Prerequisite:**

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	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"><li><b>1. Knowledge</b><ul style="list-style-type: none"><li>• Fluent in both English and Kiribati Language</li><li>• Education and training</li></ul></li><li><b>2. Skills:</b><ul style="list-style-type: none"><li>• Active listening</li><li>• Critical thinking</li><li>• Instructing</li><li>• Complex problem solving</li></ul></li><li><b>3. Attributes</b><ul style="list-style-type: none"><li>• Efficient</li><li>• Teamwork</li><li>• Creative, energetic and enthusiastic about work.</li></ul></li></ol>
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