

JOB DESCRIPTION

MANAGER TRADE PROMOTION

Department:	Investment and Trade Promotion	Date Prepared:	May, 2024
Location:	Level 6, Civic Tower, Suva	Prepared by:	Human Resources
Incumbent:	Vacant	Approved by:	Chief Executive Officer
Reports to:	Head of Investment & Trade Promotion and Chief Executive Officer		
Internal Relationships:	Chief Executive Officer, Marketing and Communications team, Investment and Trade Promotion and Investment Facilitation, Aftercare and Policy Advocacy and Regional Team		
External Relationships:	Clients, Business Councils and Industry Associations, Overseas Missions and Trade Commissions, Development Partners, Government Agencies, Exporters and Importers		
Authorities:	Investment and Trade Promotion		
Support Staff:	Trade Advisor (s)		
Procedures, Policies & Guidelines:	People and Culture Policy, IT Policy, Finance Manual, Service Guarantee Guidelines		
Position Description:	The role is responsible for developing and executing business strategies with the objective of marketing Fijian trade opportunities. Manager Trade Promotion plays an important role in facilitating joint venture opportunities and potential export partners while ensuring quality and sound advice is provided to exporters.		

KEY RESULT AREAS (Distinct areas that contribute most to position performance)	SPECIFIC ACTIVITIES/TASKS (Specific activities/tasks that contribute towards achieving the performance of the KRA)
TIMELY COMMUNICATION OF INFORMATION AND SUPERVISORY ROLE	<ul style="list-style-type: none"> • Ensure that all work done by the team is communicated in a timely manner with external and internal parties in conjunction with Head of Investment and Trade. • Compilation of all monthly, quarterly and annual reports in a timely manner. • Perform supervisory role as and when required. • Assist with analytical work by synthesizing data and preparing reports for team on issues relevant to the implementation of team activities. This includes market and sector analysis reports, and regular reports on teams' activities to Management, Board, Government and other stakeholders. • Write and compile monthly Board Papers and Reports.
FACILITATION OF INVESTMENT & JOINT VENTURE ENQUIRIES	<ul style="list-style-type: none"> • Attend to all face to face, email and phone enquiries. • Provide all requirements for establishment of a business in Fiji with a proper checklist and relevant socio and economic data. • Collection of proper joint venture information with relevant documents and due diligence. • Follow up to check if any further assistance is required.
COORDINATING TRADE & INVESTMENT MISSIONS AND SEMINARS	<ul style="list-style-type: none"> • Develop an event plan to discuss with Head of Investment and Trade. • Coordination with organizers to have all the necessary logistics in place prior to the event. • Must have a post event follow up and feedback questionnaire filled by all the participants.
FACILITATION OF EXPORTER ENQUIRIES	<ul style="list-style-type: none"> • Attend to all one-one, phone and email enquiries. • Provide information on all requirements to enable an exporter to export products and services. • Follow up to check if any further assistance is required
ASSIST EXISTING EXPORTERS AND NEW EXPORTERS TO BECOME EXPORT READY AND GROW	<ul style="list-style-type: none"> • Work with exporters to eliminate bureaucratic red tapes faced by both established exporters and ready exporters • Up-skilling exporters via guidance, information sharing, attendance to Seminars/Workshops • Gather market intelligence to enable the Investment and Trade team to map Fijian products connecting to exporters. • Identify international opportunities by brainstorming with the team connecting exporters to opportunities overseas or local and provide recommendations to Head of Investment and Trade on the opportunities.

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IDENTIFY, DEVELOP AND MAINTAIN STRATEGIC PARTNERSHIPS WITH RELEVANT GOVERNMENT, PRIVATE SECTOR AGENCIES AND/OR NON-GOVERNMENT ORGANIZATIONS IN FIJI AND AROUND THE WORLD.	<ul style="list-style-type: none"> • Communicate, consult and meet regularly with representatives of Investment promotion agencies, private sector representative organizations and Ministry of Trade, Co-operatives, Small and Medium Enterprises. • Effectively manage assistance schemes offered to the private sector and interested parties including the dissemination of information, responding to queries, assisting with the submission of applications, follow-up with the appropriate authorities and other relevant activities that assist with awareness and effective management of these schemes
DEVELOPING OF LATEST AND INNOVATIVE MARKETING COLLATERAL	<ul style="list-style-type: none"> • Develop latest and innovative Investment and Trade related collaterals such as sector profile, product profile, promotional videos and any other collaterals necessary for marketing Fiji as an investment and trade destination. • Assist Communication team in writing media releases, case studies and other promotional material to increase awareness of Fiji's investment and export successes. • Conduct market research to assist with promotion and marketing activities.
MAINTAIN AN UP TO DATE CRM DATABASE AND WEBSITE	<ul style="list-style-type: none"> • Update the CRM database system with all the necessary details of the Investors and Exporters and their activities. • Update the website with all Investment related information.
PRIME MINISTER'S INVEST AND TRADE AWARD	<ul style="list-style-type: none"> • Assist with the organization and coordination of the annual PM International Business Awards.
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • Any additional duties assigned by the CEO and Head of Investment & Trade Promotion

KEY SELECTION CRITERIA:	
QUALIFICATIONS:	
Essential	Desirable
<ul style="list-style-type: none"> • Bachelor's Degree in Economics, Management or related discipline. 	<ul style="list-style-type: none"> • Master's Degree in Economics, Management or a related field
KNOWLEDGE/EXPERIENCE:	
Essential	Desirable
<ul style="list-style-type: none"> • At least 3 to 5 years of experience in a similar role in a professional setting within a medium to large organization structure. • Good knowledge on the roles of Public Sector Departments and Agencies would be an advantage. • Computer literate with sound knowledge in MS Word, Excel, Access and Power point. 	<ul style="list-style-type: none"> • At least 5 to 7 years of experience in a similar role in a professional setting within a medium to large organization structure.
KEY SKILLS/ATTRIBUTES/COMPETENCIES	
Competencies	Skills
Leadership and management	<ul style="list-style-type: none"> • Team leadership. • Performance management. • Delegation and prioritization.
Trade and Export Expertise	<ul style="list-style-type: none"> • Understanding International regulations and agreements. • Identifying and qualifying potential exporters. • Client relationship management.
Advanced	<ul style="list-style-type: none"> • Project management • Knowledge of digital market. • Analyzing trade data and trend.
Working Knowledge	<ul style="list-style-type: none"> • Presentation skills • Event Coordination • Relationship management. • International trade law and regulatory knowledge • Logistics and supply chain knowledge.
Awareness	<ul style="list-style-type: none"> • Identifying market entry requirements and barriers.

Values: Transparency, Reliability, Accessibility, Communicative, Effective, Responsiveness

Change to Job Description:

From time to time, it may be necessary to change the Job description as per changing operational needs. Investment Fiji may initiate the changes as it deems necessary.