JOB DESCRIPTION

TRADE ADVISOR

Department:	Investment and Trade Promotion	**Date Prepared:**	May, 2024
Location:	Level 6, Civic Tower, Suva	**Prepared by:**	Human Resources
Incumbent:	4 Advisor (s)	**Approved by:**	Chief Executive Officer
Reports to:	Head of Investment & Trade Promotion		
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:			
Procedures, Policies & Guidelines:	People and Culture Policy, IT Policy, Finance Manual, Service Guarantee Guidelines		
Position Description:	The Trade Advisor's role involves engaging with Fijian exporters to increase capabilities and growing exports across multiple international markets and to do great work on the frontline for and with our 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)
FACILITATION OF EXPORTER ENQUIRIES	• 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	• 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.
COORDINATING TRADE & INVESTMENT MISSIONS AND SEMINARS	• Develop an event plan to discuss with Head of Investment and Trade. • Coordination with organisers to have all the necessary logistics in place prior to the event. • Must have a post mission follow up and feedback questionnaire filled by all the participants
PRIME MINISTER'S INVEST AND TRADE AWARD	• Assist with the organization and coordination of the annual PRIME MINISTERS INTERNATIONAL BUSINESS AWARDS.
MAINTAIN AN UP TO DATE CRM DATABASE AND WEBSITE	• Update the CRM database system with all the necessary details of the Investors and their activities. • Update the website with all Investment related information.
ADDITIONAL DUTIES	• Any additional duties assigned by the CEO and/or Head of Investment & Trade Promotion.

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<tr><th colspan="2">KEY SELECTION CRITERIA:</th></tr>
<tr><th colspan="2">QUALIFICATIONS:</th></tr>
<tr><th>Essential</th><th>Desirable</th></tr>
<tr><td>• Bachelor’s Degree in Economics, Management or related discipline.</td><td>• Masters Diploma in Economics, Management or related discipline.</td></tr>
<tr><th colspan="2">KNOWLEDGE/EXPERIENCE:</th></tr>
<tr><th>Essential</th><th>Desirable</th></tr>
<tr><td>• At least 2 to 3 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.</td><td></td></tr>
<tr><th colspan="2">KEY SKILLS/ATTRIBUTES/COMPETENCIES</th></tr>
<tr><th>Competencies</th><th>Skills</th></tr>
<tr><td>Trade and Export Expertise</td><td>• Understanding International regulations and agreements.
• Identifying and qualifying potential exporters.
• Client relationship management.</td></tr>
<tr><td>Advanced</td><td>• Project management
• Knowledge of digital market.
• Analyzing trade data and trend.</td></tr>
<tr><td>Working Knowledge</td><td>• Presentation skills
• Event Coordination
• Relationship management</td></tr>
<tr><td>Awareness</td><td>• Identifying market entry requirements and barriers.</td></tr>
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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.