

<b>Ministry:</b>	<b>Trade and Economic Development</b>
<b>Division:</b>	<b>Trade Negotiation and Facilitation</b>
<b>Location:</b>	<b>Tongatapu</b>
<b>Job Title:</b>	<b>Principal Trade Officer</b>
<b>Position Number:</b>	
<b>Reports to:</b>	<b>Head of Division</b>
<b>Band:</b>	<b>I</b>
<b>Salary:</b>	<b>\$34,342 - \$51,511</b>
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b> The Ministry of Trade and Economic Development is the leader in enabling private sector growth and development through commitment to strengthen partnership with all stakeholders to effectively and efficiently deliver our services to fostering a conducive business environment, nurturing entrepreneurship, and strengthening global partnership for the sustainable development of our nation.</p> <p><b>Job Purpose:</b> Leads the implementation of activities under the Trade Negotiation Unit under the TNF Division and responsible for policy development and advise under the responsibility of the unit and its planning and implementation on its day-to-day operations.</p>
<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Formulate Corporate Plan and Financial Year Management Plan (FYMP) for the Trade Negotiation Unit</li> <li>• Develop appropriate implementation plans for the implementation of each activity in the Trade Negotiation Unit in the FYMP</li> <li>• Develop a negotiation plan for each trade policy direction in the Trade Negotiation Unit FYMP</li> <li>• Develop a consultation and awareness plan for each Trade Negotiation Unit activity in the FYMP that requires consultation.</li> <li>• Develop a training plan to facilitate the enforcement of each new trade agreements and policy directions.</li> </ul> <p><b>Organizing</b></p> <ul style="list-style-type: none"> <li>• Coordinate and organize the Trade Negotiation Unit of the Trade Negotiation and Policy Division to ensure that its activities in the FYMP are delivered</li> <li>• Coordinate and organize the FY activities of the Trade and Negotiation Unit</li> <li>• Coordinate and organize the working relationship with relevant external clients to facilitate delivery of the unit's organizational output</li> <li>• Coordinate and organize appropriate working arrangement with line divisions so as to ensure effective and efficient formulation of trade negotiation and policy issues.</li> <li>• Coordinate and organize stakeholder consultations according to the stakeholder consultation plan endorsed by the Head of Trade Negotiation and Policy</li> </ul>

- Coordinate and organize the efficient and effective collaboration with colleagues from line Ministries as well as other regional and international organizations on activities stated in the Trade Negotiation and Policy Unit's FYM
- Coordinate, organize and assist with the secretarial role to the Tonga National Trade Negotiation Committee

#### **Leading**

- Lead the implementation of key activities of the Trade Negotiation Unit
- Lead the research and analysis required for all trade negotiation work in the Trade Negotiation and Policy Division's FYMP including for new/amended agreements and other legal/policy documents
- Lead the consultation process for all trade negotiation work in the Trade Negotiation and Policy Division's FYMP including for new/amended WTO Trade Facilitation Agreement and TRIPS Agreement
- Lead the implementation of the training plan of the unit
- Lead the ongoing review of Tonga positions on International and regional agreements
- Lead the communications with regional and international trade organizations on trade negotiation matters

#### **Controlling**

- Monitoring and evaluation of performance of the Trade Negotiation Unit against targets and KPIs in the Trade Negotiation and Policy Division's FYMP
- Develop and submit monthly progress report on the Trade Negotiation Unit activities to the HOD
- Overlook the effectiveness and timely flow of trade communications and relevant trade information from and into the Ministry
- Ensure the facilitation of travel arrangements for Tonga delegation(s) on trade missions to international and regional meetings
- Ensure negotiation plans for specific market as per FYMP (including negotiation process) for trade negotiation are developed for endorsement of the HOD.
- Monitor and evaluation of the implementation of the trade negotiation plan

#### **Technical**

- Prepare briefings as assigned by HOD to facilitate the delivery of the Trade Negotiation and Policy Division FYMP
- Develop policy proposals in collaboration to relevant division of the Ministry on policy issues identified
- Develop trade agreement proposals on trade issues assigned

	<ul style="list-style-type: none"> <li>• Undertake research and analysis on policy issues and provide detailed report</li> <li>• Provide advice to CEO and Minister relating to trade negotiation matters and other policy matters under the Unit's responsibilities</li> <li>• Develop and disseminate international trade information to stakeholders</li> <li>• Read and submit summarized reports on marketing and export papers and trade negotiations for HOD and CEO's information.</li> <li>• Draft contracts for the engagement of external consultants</li> <li>• Develop Trade Negotiation Guideline for use of the Unit.</li> <li>• Develop and conduct trainings for the staff of the Unit and stakeholders.</li> <li>• Represent the division in national, regional, and international meetings and workshops relating to areas of work</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Carry out any other duties that may be directed by the Head of the Trade Negotiation and Policy Division</li> <li>• Always maintain good working relations with colleagues and relevant stakeholders</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Excellent legal analytical skills, sound research skills, excellent logical reasoning, high attention to detail, excellent writing skills, good management and organization skills, high leadership ability, proactive and ability to work independently, ability to exercise sound judgment and discretion, very good communication skills, hardworking, and able work under pressure and comply with deadlines.</li> <li>• Must be highly proficient in both oral and written English and Tongan and have excellent public speaking skills.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Highly committed to diligence and excellence, loyal, have sound judgment, ability to solve complex issues, high interpersonal skills, a team player, and team builder, handles pressure well, dedicated, honest, reliable, respectful and professional.</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Master's Degree with at least 1-year experience in a similar role OR at least 3 years relevant working experience</li> <li>• Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience</li></ul> |
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**Qualifications acceptable for this role must be Commerce, Economics, Trade, Human Resource Management, Social and Economic Development, Public Policy, Law, Finance, Investment, Labour, Marketing or Business from a recognised educational institution.**