

Ministry:	Ministry of Trade and Economic Development
Division:	Corporate Services
Location:	Tongatapu
Position:	Senior Business Development Officer (Export & Supply Chain Development Unit)
Position Number:	
Reports to:	Deputy CEO
Band:	J
Salary:	\$26,880 - \$40,320
Job Purpose	<p>The Ministry of Trade & Economic Development is responsible for developing, formulating and implementing policies and strategies relating to trade, investment, businesses, intellectual property, labour standards, and consumer protection, to facilitate economic growth in Tonga.</p> <p>The purpose of this role is to implement the Ministry's supports programs that gear towards Exports and Supply Chain Development. The role is responsible for execution of activities in accordance with the Ministry's Annual Management Plans for development and facilitation of exports supply chain pathways from Tonga to overseas markets.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Develop work plans for Export Development Unit of the Business Support Division. • Organize and coordinate logistics and preparations for MTED export shipments. • Liaise with shipping and logistical companies on vessels, schedules, fees, and spaces are booked and confirmed for MTED shipments. • Monitoring the quality and standard of produce grading for exports. • Oversee workers at the MTED Pack houses and works are delivered towards cleaning and up keeping of the Pack houses to maintain quality standard. • Oversee the maintenance of equipment and facilities at the MTED Pack houses including exports packaging.

	<ul style="list-style-type: none"> • Oversee the work of labor workers hired to conduct the processing and packing of products for export. • Coordinate resources, workers and materials required for processing and packing of export containers. • Coordinate and continuously liaise with farmers on the types, volumes and availability of products for exports. • Oversee the data recording, data storage and data analysis for MTED Exports and Supply Chain Program. • Conduct the paper works are deem necessary for the processing of payments to producers and suppliers. • Assist in coordinate and execute trainings for producers and suppliers such as farmers and handicraft operators on post harvesting and quality control issues. • Assist in development of reports on key activities and deliveries of the Export Development Unit. • Performs other duties assigned by the HOD.
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Person Specification

<p>Skills and Abilities</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Demonstrated excellent customer service skills. • Fluency in Tonga and English. • Sound knowledge of market standards, quality control and biosecurity requirements for exports. • Demonstrated ability to work as part of a cohesive team. • Good written and oral skills. • Ability to work with difficult customers. • Ability to work with producers, suppliers and exporters. • Ability to collate, organize and assess data
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	<p>and information.</p> <ul style="list-style-type: none"> • Sound knowledge in logistical coordination and inventory. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of exports and marketing, product value addition and product competitiveness. • Experience in operating of heavy machineries such as forklift, food washing machines and heavy duty trucks. • Knowledge of HACCP, GAPs or SOP requirements for any export products from Tonga to overseas markets • Knowledge of crops and diseases. • Knowledge on Financial Management.
<p>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Master’s Degree with no working experience • Post Graduate Diploma with at least 1 year experience in a similar role or at least 3 years relevant working experience • Bachelor’s degree with at least 3 years’ experience in a similar role or at least 4 years relevant working experience <p><u>Qualifications acceptable for this role must be in Commerce, Economics, Public Policy, Law, Finance, Investment, Labour, Marketing, Business, Information Technology or Arts from a recognized educational institution</u></p>
<p>Authorised by (sign and date)</p>	
<p>Deputy CEO</p>	<p>Sign:</p> <p>Date:</p>
<p>CEO</p>	<p>Sign:</p> <p>Date:</p>
<p>Employee</p>	<p>Sign:</p>

	Date:
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