

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION**

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title: Sr. Trade Officer**
- 1.2 Position Level: P3**
- 1.3 Major Group: Trade, Tourism and Industry Services Group**
- 1.4 Sub-group: Trade Services**
- 1.5 Job Code No: 18.770.03**
- 1.6 Job Location: Thimphu**
- Ministry: Ministry of Trade and Industry**
- Department: Department of Trade**
- Division: Internal/Foreign**
- Section: -**
- 1.7 Title of First Level Supervisor: Deputy Chief Trade Officer**

2. PURPOSE, DUTIES AND RESPONSIBILITIES: *Describe the main duties and responsibilities, indication what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance.*

Purpose: Facilitation of Trade promotion activities and implementation of trade rules and regulations.

Duties and Responsibilities	% of Time
<ul style="list-style-type: none">• Liases with the Regional Trade and Industry Offices (RTIOs), Civil societies, BCCI, and officials within the Ministry and various other Ministries/Departments/ Organizations from time to time to facilitate effective implementation of the rules and regulations relating to consumer affairs.	20
<ul style="list-style-type: none">• Establishes and maintains linkages with International organisations such as European Import Promotion	15

Organisations, ITC, UNCTAD Trade Point and Indian Chambers of Commerce, Bangladesh Chambers of Commerce, Thailand Chamber of Commerce etc.	
<ul style="list-style-type: none"> • Coordinates the visit of international experts and consultants coming to Bhutan to carry out studies on various issues related to export trade. 	10
<ul style="list-style-type: none"> • Specializes in specific areas of trade in goods, trade in services and trade-related intellectual property rights and provides advisory services to the Chief Trade Officer or Deputy Chief Trade Officer in these fields. 	10
<ul style="list-style-type: none"> • Examines the adequacy of the existing rules and regulations governing trade and proposes amendments and proposes appropriate trade policy reforms, wherever necessary. 	10
<ul style="list-style-type: none"> • Provides extension services to trade and industrial undertakings for improvement of their performances. 	10
<ul style="list-style-type: none"> • Prepares project proposals to facilitate development of trade and commercial activities in the country. 	5
<ul style="list-style-type: none"> • Advises the Deputy Chief Trade Officer in the formulation of trade policy guidelines, plans, strategies, rules and regulations. 	5
<ul style="list-style-type: none"> • Plans, controls and directs the work of four Trade Officers in the implementation of the policy guidelines, plans, rules and regulations. 	5
<ul style="list-style-type: none"> • Proposes developmental plans, programmes and budget for the Section. 	

3. KNOWLEDGE AND SKILLS REQUIREMENTS: *Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability).*

3.1 Education/Knowledge/Skill/Ability:

Bachelors

3.2 Training:

Training in International Trade Policy, Diploma/Certificate course on Economic Policy Management/Trade Regulation.

3.3 Length and type of practical experience required:

Minimum of four years as Trade Officer or equivalent experience.

3.4 Knowledge of language(s) and other specialised requirements:

Should have good command over English, Dzongkha and computer skills. As the employee will be in constant interactions with various government agencies, private sector and international communities, effective communication and negotiation skills are required. He/she must be well versed in trade and industrial rules and regulations, policies and procedures. He/she must possess adequate knowledge and analytical skills on issues pertaining to monetary, fiscal, welfare and international economics so as to be able to analyse and comprehend the implications of any particular economic policy. Moreover, he/she must have excellent professional administrative ability to make decisions or recommendations that will have a significant impact on important policies or programmes of the Ministry.

4. COMPLEXITY OF WORK: *Describe the intricacy of tasks, steps, processes or methods involved in work, difficulty and originality involved in work.*

The work consists of functions and processes of both administrative and professional nature. Knowledge on the dynamics of international trade and its impact on the national economy are important. Drawing up of action plans, strategies, formulating policy guidelines and trade negotiations not only require analytical skills, sound personal judgement and negotiation skills but also demand clear understanding of

policy issues of various sectors of the national and economy and also the policies of the outside world.

- 5. SCOPE AND EFFECT OF WORK:** *Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization.*

The work involves developing and carrying out important assignments. The work processes or services have a direct implication on the growth and development of trade and commercial activities in the country. The work product or service affects the development of programmes that are very much essential to the mission of the Department. The work affects a large numbers of people on a long-term or continuing basis.

- 6. INSTRUCTIONS AND GUIDELINES AVAILABLE:**

6.1 Instructions: *Describe controls exercised over the work by the Supervisor, how work is assessed, reviewed and evaluated.*

The Deputy Chief Trade Officer assigns the work in terms of broadly defined objectives. The employee plans and carries out work independently in accordance with instructions, policies, rules and regulations and accepted principles or practices.

6.2 Guidelines: *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

Specific guidelines are not available and the employee may use his/her own initiative and judgement in deviating or developing new approaches. The completed work is accepted as officially authoritative with minor changes, if necessary

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors).*

Generally, contacts are with different individuals from various agencies of the government to facilitate formulation of policy guidelines and action plans. Interactions with international organizations are necessary. The purpose of contacts is generally to explain, influence, provide information or justify matters that may range from easily understood to technical. The work involves participating in conferences, and presentations involving matters pertaining to issues of international trade.

8. **SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates.*

Plans, assigns, directs and coordinates the work of three Trade Officers, two Assistant Trade Officers and support staff.

9. **JOB ENVIRONMENT:***Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions.*

The work assignments are mostly carried out in an office setting and impose no special physical demands apart from walking, standing or lifting light objects. Moderate risk or discomforts is involved while on tours both within and outside the country.