

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

**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION:**

- 1.1 Position Title: Trade Officer**
- 1.2 Position Level: P4**
- 1.3 Major Group: Trade, Tourism and Industry Services Group**
- 1.4 Sub-group: Trade Services**
- 1.5 Job Code No: 18.770.04**
- 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: Senior 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:** Implementation and enforcement of trade rules and regulations and rendering assistance in trade promotion activities.

<b>Duties and Responsibilities</b>	<b>% of Time</b>
<ul style="list-style-type: none"><li>Monitors trade and commercial activities based on the policy guidelines, rules and regulations. Undertakes pre-investment feasibility studies and identifies support services required by trade/industrial sector.</li></ul>	20
<ul style="list-style-type: none"><li>Monitors and deals with issues concerning business fronting,</li></ul>	15

<p>anti-competitive and unfair trade practices. Implements trade rules and regulations in coordination with other agencies of the government and the private sector. Ensures implementation of environmental guidelines by the industrial ventures.</p>	
<ul style="list-style-type: none"> <li>Enforces rules and regulations including packaged commodity rules (MRP regulation) to safeguard consumer interests. Regulates and monitors the quality of goods and services, use of standard weights and measures based on the established criteria.</li> </ul>	15
<ul style="list-style-type: none"> <li>Ensures efficient distribution of POL products and quota items received from India.</li> </ul>	10
<ul style="list-style-type: none"> <li>Implements appropriate policy guidelines to safeguard consumer welfare. Organizes consumer education programmes. Provides advisory services to the Supervisor on issues pertaining to safeguarding consumer interest through consumer awareness.</li> </ul>	10
<ul style="list-style-type: none"> <li>Renders marketing assistance to exporters. Provides latest information on prices of ongoing export commodities received from the trade attaches in embassies.</li> </ul>	5
<ul style="list-style-type: none"> <li>Implements obligations under the WTO Agreements according to the relevant provisions of the specific WTO Agreements. Implements bilateral, regional and multilateral trade agreements.</li> </ul>	5
<ul style="list-style-type: none"> <li>Coordinates and organizes seminars and workshops on Export</li> </ul>	5

<p>Marketing.</p> <ul style="list-style-type: none"> <li>• Provides advisory services to the Supervisor on matters pertaining to the promotion of trade/industrial activities.</li> <li>• Submits progress reports of the Section.</li> </ul>	5
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**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 trading system/export development/consumer protection and trade regulation.

**3.3 Length and type of practical experience required:**

Minimum of four years as Assistant Trade Officer or equivalent experience.

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

He/she should have adequate knowledge of economics and commerce. Should have good command over English and Dzongkha, effective communication ability and computer knowledge. He/she should have good knowledge of trade and industrial rules and regulations, policies and procedures. Moreover, he/she must have good knowledge to interact and resolve issues or problems that may range from easily understood to fairly technical

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

Work involves effective implementation of rules and regulations. This calls for analysis of subjects, effective decision-making capability and sound personal judgement.

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 basically involves execution of rules and regulations, plans and programmes, trade agreements at bilateral, regional, and multilateral levels. The work processes or services have implications on the efficacy of the rules and regulations in shaping the development of trade and commercial activities in the country.

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 First Level Supervisor assigns the work defining objectives, priorities and deadlines and assistance is provided whenever necessary. Some of the assignments are of recurring nature such as, processing license applications. The employee carries out the work in accordance with instructions, policies, rules and regulations and accepted principles or practices. The completed work is reviewed by the First Level Supervisor to check the soundness and accuracy.

**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 available in the form of trade/industrial rules and regulations. However, the employee may use his/her own initiative and judgement in interpreting and adapting guidelines in specific issues.

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

Contacts are mostly with employees in the same agency and various other agencies of the government and the private sector. Contacts with members of the general public are usually at the employees' work place and the purpose is generally to obtain information, clarify, explain or justify certain specific issues that may range from easily understood to fairly technical.

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 work of 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. Work may sometimes require tours both within and outside the country involving moderate risks, which could be avoided by taking some safety precautions.