



The Trinidad and Tobago Coalition of Services Industries (TTCSI), the premier voice of services in Trinidad and Tobago, is seeking to recruit a suitable candidate to fill the post of **Senior Research and Trade Specialist**. Applications should be submitted no later than **April 25th, 2021** via email to ceo@ttcsi.org. Only shortlisted candidates will be contacted.

JOB DESCRIPTION	
JOB TITLE:	Senior Research and Trade Specialist
REPORTS TO: CHIEF EXECUTIVE OFFICER	
<p>JOB SUMMARY: Senior Research and Trade Specialist (SRTS) is responsible for facilitating the development of the services sector to enable service providers to achieve export readiness and become more competitive. The SRTS will manage the Gateway to Trade Accelerator Project.</p>	
<p>KEY DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> A. Project Management of the ‘Gateway to Trade’ Accelerator Project including: <ul style="list-style-type: none"> ○ Serve as primary liaison with Global Links Team ○ Provide support to the Steering Committee ○ Confirm activities and roles for each participant in consultation with stakeholders from the priority sectors—Business and Professional Services, Information Technology, Energy, Education, Health and Wellness, Cultural and Creative Industries and Business Support Organizations ○ Supervise the work of the Project Administrator B. Manage online application process to shortlist eighty (80) firms/persons to participate in the programme. Review participant value proposition, export plan, website and social media presence and shortlist eighty (80) participants C. Promote training and coaching D. Coordinate market connection activities E. Oversee the preparation of participants for Trade Missions (in person and virtual) <ul style="list-style-type: none"> ○ Review and determine the company’s strengths, goals and unique value proposition ○ Assist with business pitch refinement ○ Assist and support for Trade mission coaching F. Liaise with the consultants on SME company profile development—applying training outcomes and market research findings to target market company profiles that will be used in trade missions G. Prepare monthly project status reports and submit to CEO of TTCSI H. Attend all meetings with the Steering Committee and other stakeholders specific to the project 	

QUALIFICATIONS AND EXPERIENCE:

- Post graduate qualifications in Trade or a related field will be an asset.
- Bachelor's degree in International Relations or similar qualification is required.
- Five (5) years' experience including three (3) years' in the services export sector.
- Foreign language skills (Spanish)—basic to intermediate will be considered an asset
- Experience in conducting needs assessments, survey design and analysis, and market research.
- Experience in organising trade missions and market connections will be an asset
- Any equivalent combination of knowledge, skills and abilities.

SKILLS AND CORE COMPETENCIES REQUIRED FOR THE JOB:

- Customer-focused
- Interpersonal Skills
- Business insight
- Nimble learning
- Drives results
- Collaborates
- Action oriented
- Strong writing skills
- High level of organization
- Comfort with technology and adopting new apps
- Attention to detail
- Proven excellent analytical, report writing, problem solving and organisational skills
- Research, report writing and documentation skills
- Excellent presentation, oral and written communication skills
- Ability to manage time effectively and meet all deadlines provided
- Ability to work under pressure and meet tight deadlines
- Knowledge of Research Methodologies
- Proficiency in the use of Microsoft Office suite of applications