

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

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title: Chief Trade Officer
- 1.2 Position Level: P1
- 1.3 Major Group: Trade, Tourism and Industry Services Group
- 1.4 Sub-group: Trade Services
- 1.5 Job Code No: 18.770.01
- 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: Director/Director General

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 and enhancement of trade through formulation of appropriate policies in coordination with relevant Ministries, Departments and Agencies, negotiation of tariffs and representation in trade and economic cooperation at bilateral, regional and multilateral levels.

| Duties and Responsibilities | % of Time |
|--|------------------|
| <ul style="list-style-type: none">Formulates appropriate trade policy guidelines and strategies to promote development of trade and commercial activities and facilitate smooth transition of trading regime into the one that is compatible with the development needs of the country while also assimilating the forces of change from the globalization process to our advantage. | 20 |

| | |
|--|----|
| <ul style="list-style-type: none"> • Formulates plans, programmes, rules and regulations to foster healthy trade practices in the country and protect the interest of consumers. | 15 |
| <ul style="list-style-type: none"> • Negotiates trade and tariff concessions with other countries at bilateral, regional and multilateral levels to accelerate the development of trade and industrial activities. | 10 |
| <ul style="list-style-type: none"> • Represents in various technical committees pertaining to trade and economic cooperation at bilateral, regional and multilateral levels. | 10 |
| <ul style="list-style-type: none"> • Interacts with the Regional Trade and Industry Offices, Department of Revenue and Customs, BCCI, and officials within the Ministry and various other agencies of the RGOB to facilitate formulation of appropriate trade policy guidelines, rules and regulations. | 10 |
| <ul style="list-style-type: none"> • Interacts regularly with international bodies like the World Bank, IMF, ESCAP, ITC, UNCTAD etc. to facilitate international trade and coordinate with various agencies to facilitate policy reforms compatible with the international norms. | 10 |
| <ul style="list-style-type: none"> • Reviews and analyses the existing legal and institutional setting and establishes appropriate measures, where necessary, to facilitate Bhutan's accession into the WTO and smooth transition upon Bhutan's membership. Firm up our position on issues of concern to the WTO members in the process of successive trade negotiation rounds. | 10 |
| <ul style="list-style-type: none"> • Establishes adequate guidelines and measures to facilitate | 5 |

| | |
|---|---|
| effective monitoring of trading activities. | |
| <ul style="list-style-type: none"> • Evaluates, directs and controls the work of Deputy Chief Trade Officer and other sub-ordinates. | 5 |
| <ul style="list-style-type: none"> • Advises the Head of the Department on trade-related matters. | 5 |

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:

Advanced training in International Trade Policy, Course on Economic Policy Management/International Economics/Trade Regulation.

3.3 Length and type of practical experience required:

Minimum of four years as Dy. Chief Trade Officer or equivalent experience.

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

Should be well versed with the aspects of economic policy management. Should have good command over English, Dzongkha and computer skills. As the employee is constantly involved in trade negotiations with other countries, 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. He/She should also have adequate experience on trade negotiations. Moreover, he/she must have excellent professional or 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 broad functions and processes of both administrative and professional nature. Basically the work involves formulating trade policy guidelines, plans, strategies, rules and regulations and facilitating bilateral, regional and multilateral trade through trade negotiations with other countries and trade promotional measures. Further, profound knowledge on the dynamics of international trade and its impact on the national economy are essential. 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 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 planning, developing and carrying out important assignments under the Department. If posted as an attaché in a foreign country, the work requires interactions with various international agencies. 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 major programmes under the Department 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 Director/Director General 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. The completed work is accepted officially authoritative with little changes.

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.

- 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. Trade negotiations are conducted with other nations at bilateral, regional and multilateral levels to facilitate and promote international trade. Interactions with international organizations are very frequent. The purpose of contacts is generally to explain, influence, negotiate or justify matters that may range from easily understood to technical. The work involves participating in conferences, negotiation rounds, 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 two Deputy Chief Trade Officers, four Senior Trade Officers, three Trade Officers, two Assistant Trade Officers and other 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.