

**MINISTRY OF
INDUSTRY, TRADE
AND TOURISM**

About the Job

**Trade Commissioner Papua New Guinea and
Melanesia**

Band and Salary Range: An attractive remuneration
package will be offered

Duration: 3 year contract from the commencement
date

GENERAL INFORMATION

The position will be responsible to carry forward Fiji's trade and investment aspirations in Papua New Guinea (PNG), Solomon Islands, Vanuatu and New Caledonia. The position will identify and build on trade and investment opportunities in key priority and emerging sectors. The position will also be the point of contact between the Trade Commission staff and the Permanent Secretary, to manage efficient and timely flow of information and work.

Selection will be based on the specific Knowledge, Experience, Skills and Abilities detailed in the Job Description attached. Equivalency in terms of years of experience in regards to training experience will be considered.

Please refer to the attached Job Description for details of the position.

APPLYING FOR A POSITION WITH THE MINISTRY OF INDUSTRY, TRADE AND TOURISM

Thank you for your interest in working at the Ministry of Industry, Trade and Tourism (Ministry). This information package includes:

- Information on the Ministry, our Activities, Values, Vision and Mission;
- Position Job Description;
- Application process;
- Application requirements;
- Eligibility Criteria;
- Important dates;
- Selection Process steps;
- Application form ; and
- Declaration and Authorisation form.

ABOUT THE MINISTRY OF INDUSTRY, TRADE AND TOURISM

The Ministry is responsible for formulating and implementing policies and strategies that create and facilitate growth in industry, investment, trade, tourism, Co-operative businesses, micro and small enterprises and enhance metrology, standards and consumer protection.

These roles and responsibilities are undertaken by the Economic Unit, Trade Unit, Tourism Unit, Department of National Trade Measurement and Standards, IHRDP, Department of Co-operative Business, Human Resources Unit and Finance Unit, within the Ministry, including Trade Commissions in North America, China, Australia, New Zealand and Papua New Guinea. The Ministry is supported by seven Statutory Boards namely Fijian Competition and Consumer Commission, Consumer Council of Fiji, Investment Fiji, Film Fiji, National Centre for Small and Micro Enterprise Development, Real Estate Agents Licensing Board and Tourism Fiji.

5.1 Human Resources Unit

The Unit is responsible for providing administrative support to management, units/departments/divisions, Statutory Boards and Trade Commissions. It is also responsible for the effective and efficient management and utilisation of resources in a transparent and accountable manner. The Unit also handles matters pertaining to staff recruitment, training, and discipline in liaison with management in planning and formulating strategies for the growth and development of the Ministry.

5.2 Finance Unit

The Unit provides financial support services to the Ministry and its Statutory Boards. This includes sound advice and information to assist in strategic decision making. The Unit is also responsible for managing the Ministry's Cashflow, timely financial reporting and preparation of budgetary submissions.

5.3 Department of Co-operative Business

The Department is responsible for formulating and implementing policies and strategies to facilitate the promotion, establishment and monitoring of Co-operative businesses in Fiji. The training and up-skilling of Co-operative society members and officials is also a key role of the Department.

5.4 Department of National Trade Measurement and Standards

The Department is responsible for the implementation of laws and regulations that protects consumers from unsafe and poor quality products and creates favourable conditions for exchange of goods. It develops national and adopts international standards in order to raise levels of quality, safety, reliability, efficiency and interchangeability of products and services.

The Department maintains the national system of units and standards of measurement to ensure fair and just use of units of measurement and measuring instruments. The Department also regulates the trade of scrap metal to prevent the illegal trade of public infrastructure metal.

5.5 Tourism Unit

The Unit formulates and implements policy initiatives, plans and strategies to develop the Fijian tourism industry in a sustainable manner while ensuring greater attraction and retention of the tourism income. The Unit also oversees the performance of Tourism Fiji, which is responsible for marketing and promoting Fiji, as a tourist destination.

5.6 Economic Unit

The Unit is responsible for formulating, implementing, monitoring and reviewing policy initiatives and projects, to enhance private sector development in commerce, industry, micro, small and medium enterprises, investment, services, competition and consumer protection. The Unit oversees four statutory organisations and is also responsible for providing policy advice and administrative support to its stakeholders, both within government and externally.

5.7 Trade Unit

The Unit's role is to formulate and implement policies and initiatives to enhance Fiji's international trade portfolio and coordinate trade and investment missions both inward and outbound. The Unit also advances negotiations to create favourable global market access opportunities for Fijian goods and services. The Unit is concurrently tasked to increase Fiji's regional and global economic integration to enhance Fiji's economic performance. The Unit monitors the performance of five Trade Commissions, as well as, Film Fiji and Investment Fiji.

5.8 Integrated Human Resources Development Programme (IHRDP)

The IHRDP addresses unemployment through a holistic and integrated approach by combining efforts and resources of the public, private and civil society sectors. The Programme empowers communities to achieve decent and productive work to enhance sustainable national economic growth. The Programme provides grant funding for community-based income generating projects in rural areas with a focus on supporting MSME development.

5.9 Trade Commissions

The five Trade Commissions based in Australia, China, New Zealand, North America and Papua New Guinea are responsible for undertaking investment and export marketing missions, organising and participating in trade and investment exhibitions, and creating and strengthening networks with relevant public and private stakeholders. Trade Commissions also undertake market research in order to identify potentials for investment and export opportunities available in the host country and relevant regions.

Vision

“Brighter Economic Future for All”

Mission

“Creating Sustainable Growth of Commerce and Industry through Innovative and sound Policies that lead to Improved Livelihoods for all Fijians”

Values

‘GREATEST’

Good Governance

Respect and value for people

Excellence in Service - innovation in delivery

Affirmative – being positive

Trustworthy

Equality for all and equal participation

Socially Responsible

Team Fiji – collaboration with our stakeholders

JOB DESCRIPTION

MITT19/2019 - TRADE COMMISSIONER – PAPUA NEW GUINEA AND MELANESIA

CORPORATE INFORMATION

1. Position Level / Salary: An attractive remuneration package will be offered
2. Duty Station: Port Moresby, Papua New Guinea
3. Reporting Responsibilities:
 - a) Reports to the Permanent Secretary
 - b) Liaises with Hon. Minister, Permanent Secretary, Heads of Departments, Government Agencies, Private Sector, other Trade Commissioners and Fijian Missions, Development Partners and Regional and International Organisations, such as Pacific Islands Forum Secretariat, World Trade Organisation, World Bank Group, International Finance Corporation, Department of Foreign Affairs and Trade, Market Development Facility
 - c) Subordinates: Ten

Position Purpose

The position will be responsible to carry forward Fiji's trade and investment aspirations in Papua New Guinea (PNG), Solomon Islands, Vanuatu and New Caledonia. The position will identify and build on trade and investment opportunities in key priority and emerging sectors.

Key Responsibilities

The key roles and responsibilities of the Trade Commissioner will include:

1. Coordinate the development and implementation of key strategies to promote Fiji as the hub of the Pacific, in terms of trade, logistics, communications and transportation, and promote Fiji as the ideal investment destination.
2. Liaise with Government agencies to enhance trade opportunities for Fijian made and Fijian grown products.
3. Provide high quality services to the Fijian private sector.
4. Develop and maintain a local contact database of business community and the key trade related agencies.
5. Prepare and disseminate market information and intelligence to the Fijian Government and the private sector.
6. Initiate and manage promotional activities, analyse and assess local market conditions and produce high-quality knowledge reports to be effectively utilised by the Fijian Government and the private sector to gain market access.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities, where required. of the Ministry, including planning, budgeting and human resources activities, where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Enhanced market access for Fijian Made products and services.
2. Improved trade and economic performance of Fiji in the PNG and Melanesian markets.
3. Awareness and promotion effectively undertaken in the PNG and Melanesian markets and successes reported.
4. Contribution made to planning, budget and human resources activities in a timely manner.

Person Specification

In addition to a Master's Degree - Economics, Marketing and/or International Trade with at least 8 years' experience in similar role, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- 1) Minimum 8 years' experience in a similar role or working for an organisation involved in international business and/or trade.
- 2) Experience in the preparation of briefing notes, presentation and reports for senior members of the business community or senior public officials.
- 3) Experience in analysing data and reports.
- 4) Experience in dealing with and obtaining information from public and private sectors and providing advice and information on business and investment- related issues
- 5) Strong understanding of the Pacific Island Countries market and economy.
- 6) Knowledge and understanding of Fijian, PNG and Melanesian trade objectives and priorities
- 7) Knowledge and understanding of Melanesian Countries trade and investment-related issues.

Skills and Ability

- 1) Excellent analytical and written – ability to analyse complex data and produce into useable information.
- 2) Strong presentation and speaking skills – ability to articulate well and market Fijian Made products and services and the economic opportunities available in Fiji.
- 3) Strong marketing skills and interpersonal skills.
- 4) Understanding of Fiji international relations, particularly trade relations, especially with the Pacific Island Countries.
- 5) Ability to respond to different situations; work under pressure and meet tight deadlines.
- 6) Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
- 7) Ability to plan, organize, evaluate and analyse reports and other relevant information to propose strategic recommendations
- 8) Ability to identify and prioritize Trade and Trade policy issues

Personal Character

Applicants must be of good character and with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age of 55 years, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

How to Apply

The appointment process for these positions will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection Guideline. A full application package, including the Job Description for the position is available on the Ministry of Industry, Trade and Tourism website www.mitt.gov.fj

All applicants are encouraged to obtain this information to assist with the written application.

Applicants are encouraged to submit their application by email to Shemar Goundar on shemar.goundar@mitt.gov.fj. **Only emailed applications will be accepted.** Should you have any difficulties with the above email address, please contact Mr Haroon Khan on haroon.khan@mitt.gov.fj

Applications close at **3.30 pm on Monday 20 May 2019**

What should you submit as part of your application?

To ensure that your application is given due consideration, we request that you submit the following as your application:

- Your completed application form; (as below)
- Your Declaration and Authorisation form; (as below)
- Updated curriculum vitae, which should be no more than 3 pages and include the names of three referees who can be contacted to confirm your employment and details provided in your application. One of your referees should be a current or recent supervisor;
- A covering letter which includes a brief statement of how you meet the required Knowledge, Experience, Skills and Abilities (KESA) for the position. This statement should be no more than 2 pages (in a font no smaller than 10pt and with reasonable margins);
- Copies of Academic Transcripts and Certificates;
- Your statement should give brief examples against the KESA that illustrates similar work done and how your experience will be applied to this position. We do not require written referee reports to be submitted with your application. These will be verified as required later in the process.

Eligibility Criteria

All applicants for employment in the Ministry of Industry, Trade and Tourism must meet the following criteria:

- Fijian citizen below 55 years;
- Have a clear police record (any offer of employment will be subject to confirmation of a clear police record, payment for the police clearance is the responsibility of the applicant, this cost is not reimbursable);
- Be in good health and able to undertake the requirements of the position (an offer of employment may be subject to a medical clearance).

IMPORTANT:

Applications Close at 3.30 pm on Monday 20 May 2019.

Applications should be sent to shemar.goundar@mitt.gov.fj

For further information about the position, please contact **Shemar Goundar** on shemar.goundar@mitt.gov.fj

Key Dates

Applications close	20 May 2019
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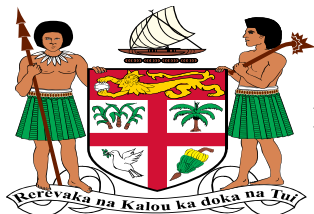
Short-listing	June 2019
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Interviews	July 2019
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Steps in the Selection Process

Stage	Description
Short-listing	The selection process will involve assessment of your CV and claims against the selection criteria. It is important that you address each selection criterion thoroughly and succinctly in your application and only include information that is relevant to the position. Short-listing will occur at this stage. Applications will be acknowledged on receipt.
Job Competency Test	Applicants may be required to undergo a job competency test. This will be set by the selection panel which will consist of at least three members
Interview	If you are short-listed you will also be required to attend an interview which may be conducted via Skype by the same three panel members.
Referees	Please include details of two referees on the Fijian Government Application Form. Referees may be contacted at any time after the applications close, if there are sensitivities around this please note this on the form.
Advice and feedback	All applicants will receive acknowledgement and advice including feedback if their application is unsuccessful.
Approval by the Delegate	The Selection Panel produces a selection report containing recommendations based on the relative capacity of the applicants to achieve outcomes related to the duties and expectations of the position. This will need approval by the Permanent Secretary of Economy with the concurrence of the Hon. Minister for Economy.

For further information on the Fijian Government's recruitment policy, please download the Fijian Civil Service Open Merit and Recruitment Guideline from the Fijian Public Service Commission website at <http://www.psc.gov.fj/index.php/guidelines>



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Position Applied for:			
Vacancy or Reference No.			
Title:	Surname / Family Name:		
Given Name:			
Date of Birth:			
<i>Gender information is gathered for statistical purposes only. Completion of this section is voluntary, the information will not be considered when assessing your application</i>		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Postal Address:			
Residential Address: (if different from postal)			
Email address:			
Phone:		Phone alternate:	
		Are you a Fiji Citizen	Yes <input type="checkbox"/> No <input type="checkbox"/>
Referees			
Referee Details		Contact Details	
Name:		Phone:	
Organization:		Email:	
Position:		Relationship:	
Name:		Phone:	
Organization:		Email:	
Position:		Relationship:	
Name:		Phone:	
Organization:		Email:	
Position:		Relationship:	

Please ensure you attach your current Curriculum Vitae and a covering letter explaining your suitability for the position against the job description.

I certify that above details are true and correct and that I am a genuine applicant for the identified position.

Signature:

Date:/...../20....

Declaration and Authorisation

I _____
(Full name: first or given names and family or surname)

Of _____
(Full residential address)

Being an applicant for the position of _____

With the Ministry of Industry, Trade and Tourism declare that:

I have not been convicted of any criminal offence/s (*for these purposes do not count any infringement offences, e.g. parking or speeding offences, as they do not result in a conviction being entered against you*)

I acknowledge that if appointed, I will have to provide a recent police clearance before taking up duty.

- I have not been the subject of any disciplinary action by any employer or professional body in Fiji or overseas, nor are there any unresolved complaints against me

OR

Details of disciplinary action or unresolved complaints against me are as follows:

- I have the following members of my family working in the Ministry of Industry, Trade and Tourism

- I have not been made bankrupt, entered into a composition with my creditors , or been disqualified as a director
- I know of no other matter which might affect my credibility in office
- I understand an consent to my application form, my curriculum vitae and any other material supplied being held by the Ministry of Industry, Trade and Tourism and being used to assess whether I may be employed in the Ministry.
- I authorise the Fijian Government to make suitable enquiries to verify the information supplied in my application.
- I understand that a false declaration on this form will invalidate my application and may result in legal action being taken against me.

Signature of Applicant:

Date:/...../20.....