

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title: Assistant Trade Officer**
- 1.2 Position Level: P5**
- 1.3 Major Group: Trade, Tourism and Industry Services Group**
- 1.4 Sub-group: Trade Services**
- 1.5 Job Code No: 18.770.05**
- 1.6 Job Location: Thimphu/Regional Office**
- Ministry: Ministry of Trade and Industry**
- Department: Department of Trade**
- Division: Internal/ Foreign**
- Section: -**
- 1.7 Title of First Level Supervisor: 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: Processing of applications, compilation and maintenance of databases and distribution and dissemination of reports and information.

Duties and Responsibilities	% of Time
<ul style="list-style-type: none">• Scrutinizes and processes applications for establishment of trade and industrial ventures, name transfers, activity conversions, etc. and processes for issuance of licenses.	20
<ul style="list-style-type: none">• Compiles, maintains and updates records of licence records and provides such information as and when required.	15

<ul style="list-style-type: none"> • Compiles and maintains up-to-date database on Exports and Imports and related statistics. 	15
<ul style="list-style-type: none"> • Disseminates information to consumers through publications and other means of communication. 	10
<ul style="list-style-type: none"> • Compiles, maintains, updates and distributes Exporters Directory and Newsletter. 	10
<ul style="list-style-type: none"> • Distributes market research reports to relevant organisations and organizing activities to tap the potential exports. 	10
<ul style="list-style-type: none"> • Disseminates information on the existing trade rules and regulations to the trading sector and the general public. 	5
<ul style="list-style-type: none"> • Creates awareness on issues pertaining to bilateral, regional and multilateral trade agreements. 	5
<ul style="list-style-type: none"> • Responds to international marketing queries received from foreign agencies and questionnaires on trade information. 	5
<ul style="list-style-type: none"> • Monitors the work of Trade Inspectors and submits their progress reports to the Supervisor. 	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 with PGCDM/PGCFM

3.2 Training:

3.3 Length and type of practical experience required:

Entry

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

Should have good command over English and Dzongkha.

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

The work involves compilation of trade statistics and to compliment the work of Assistant Trade Officer. The work involves related steps, processes or methods. Various choices are available to take actions or responses involving different sources of information. The work is oriented to train the employee to shoulder higher responsibilities in future.

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 the execution of specific rules, regulations or procedures. The work assignments can have a bearing on the decision-making as the decisions and projections of future course of actions are made on the basis of statistical information he/she maintains. It affects the accuracy, reliability or acceptability.

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 employee shall carries out recurring assignments with general instructions from the First level Supervisor in accordance with the policies, rules and regulations and accepted principles or practices. His supervisor closely reviews the completed work for technical accuracy and compliance of instructions

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.*

Guidelines are available but the employee may use his/her own initiative and judgement in selecting the most appropriate guidelines. To make some deviations, the supervisor is consulted.

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 within the Ministry, Regional Trade and Industry Offices and the private sector. The purpose is basically to obtain, clarify or provide factual information.

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

Supervises the work of four Trade Inspectors and one Computer Programmer.

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 in work performance. Sometimes he/she may require going on tours both within and outside the country.