

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. **JOB IDENTIFICATION:**

- 1.1 **Position Title:** Dy. Chief Trade Officer
- 1.2 **Position Level:** P2
- 1.3 **Major Group:** Trade, Tourism and Industry Services Group
- 1.4 **Sub-group:** Trade Services
- 1.5 **Job Code No:** 18.770.02
- 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:** Chief 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:** Promotion of Trade through proposal of appropriate policies and rules and implementation of trade promotion activities.

Duties and Responsibilities	% of Time
<ul style="list-style-type: none"><li>• Proposes appropriate trade policy options and strategies pertaining to bilateral, regional and multilateral levels. Conducts studies on ways and means of enhancing trade and transit cooperation at bilateral, regional, and multilateral levels.</li></ul>	20
<ul style="list-style-type: none"><li>• Proposes appropriate rules and regulations and policy guidelines to protect the interest of consumers. Studies to</li></ul>	15

<p>analyse the impact of various goods and services on the physical and economic health of consumers. Controls and coordinates the work of the consumer awareness unit and the quality and standards unit.</p>	
<ul style="list-style-type: none"> <li>• Coordinates for participation of Bhutanese companies in various regional and international trade fairs, trade missions, export sales missions, and inward buyer missions, etc. Identifies market opportunities and conducts market research on products with export potential in promising markets. Provides Technical Assistance to exporters.</li> </ul>	10
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	10
<ul style="list-style-type: none"> <li>• Interacts 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.</li> </ul>	10
<ul style="list-style-type: none"> <li>• Prepares groundwork for bilateral and multilateral trade negotiations during Bhutan's accession into the WTO and also on successive rounds of trade negotiations under WTO and other trading groups.</li> </ul>	10
<ul style="list-style-type: none"> <li>• Establishes and maintains linkages with International organisations such as European Import Promotion Organisations, ITC, UNCTAD Trade Point and Indian</li> </ul>	

Chambers of Commerce, Bangladesh Chambers of Commerce, Thailand Chamber of Commerce etc.	5
<ul style="list-style-type: none"> <li>Establishes adequate guidelines and measures to facilitate effective monitoring of trading activities.</li> </ul>	5
<ul style="list-style-type: none"> <li>Evaluates, directs and controls the work of Sr. Trade Officers and support staff.</li> </ul>	5
<ul style="list-style-type: none"> <li>Advises the Head of the Division on all trade-related matters.</li> </ul>	

**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:**

Diploma in International Trade Policy, Diploma/Certificate course on Economic Policy Management/International Economics/Trade Regulation. Should have attended a course on management training.

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

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

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

Should have good command over English, Dzongkha and preferably any other languages. 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.

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. 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 will require analytical skills, sound personal judgement and negotiation skills. Moreover, it will 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. 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 Chief Trade Officer 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 some 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. Interactions with international organizations are also frequent. The purpose of contacts is generally to explain, influence, provide information or justify matters that may range from easily understood to other technical areas. 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 four Senior Trade Officers, three Trade Officers, 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 apart from walking, standing or lifting light objects. Moderate risk or discomforts is involved while on tours both within and outside the country.