

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Industry and Commerce (Commerce Division)

Post: Principal Trade Analyst

Salary: Rs 37,500 x 1,250 – 50,000 (02 65 75)

Effective Date: 21 October 2010

Qualifications: By selection from among officers in the grade of Senior Trade Analyst who reckon at least three years' service in a substantive capacity in the grade and who –

- (a) are familiar with customs regulations, export and import procedures;
- (b) have good organizing skills;
- (c) have training capabilities and the ability to motivate subordinate staff; and
- (d) are proactive.

Role and Responsibilities: To be responsible for import and export licensing, commercial and trade policy, studies on preferential trade agreements and country surveys and export project evaluation.

- Duties:**
1. To assist the Director of Trade in the performance and management of the Import and Foreign Trade Divisions.
 2. To be responsible for the proper management of the Import and Foreign Trade Divisions, as and when required.
 3. To advise the business community on trade agreements entered with various countries under different trade protocols and on international trade practices.
 4. To supervise export control procedures and approve preferential and non-preferential Certificates of Origin.
 5. To advise on trade policy formulation at bilateral and regional levels, on the multilateral trade system and on export trade development issues.
 6. To ensure compliance with provisions regarding trade agreements.
 7. To assist in the preparation of export regulations for the implementation of export procedures.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

21 OCT 2010

Date.....

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8. To ensure follow-up regarding development on trade policy issues at the World Trade Organisation (WTO) and other international trade institutions through publications on trade reports and advise on their implementation.
9. To represent the Ministry in meetings, seminars, workshops on trade negotiations and conferences on trade matters held locally and overseas.
10. To represent the Ministry in Court for cases pertaining to export trade issues.
11. To attend to trade enquiries from local and foreign trading concerns.
12. To analyse various activities pertaining to trade and commerce (export performance, market trends, market access) and undertake the identification of products with export potential.
13. To collect, study and disseminate trade information on business opportunities with potential trading parties overseas.
14. To be responsible for trade research and analysis.
15. To prepare briefs on trade relation with trading partners and preferential trade regimes.
16. To effect visits to companies involved in the trade sector.
17. To verify various Certificates of Origin already issued at the request of the Customs Authorities of countries pertaining to our trade regime.
18. To advise and ensure proper implementation of all laws relating to trade.
19. To provide guidance, coaching and mentoring to subordinate staff.
20. To use ICT in the performance of his duties.
21. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Principal Trade Analyst in the roles ascribed to him.



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Akeem Singh

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date.....*21*.....*OCT*.....*2010*.....