

JOB PROFILE	JOB REQUIREMENTS
<p style="text-align: center;">JOB FRAMEWORK</p> <p><u>Job Title:</u> Trade Affairs Officer <u>Job Location:</u> European Union Delegation – Port Moresby <u>Area of Activity:</u> Trade, Economics and Governance <u>Category:</u> LA (Group I)</p> <p style="text-align: center;">JOB CONTENT</p> <p>Overall purpose: Under the supervision of the Head of Cooperation, report on trade and investment relations between the European Union and Papua New Guinea, participate in the policy dialogue and contribute to the programming, implementation and monitoring of the financial and technical cooperation in the area of trade, business and economics.</p> <p>Functions and Duties:</p> <p>Programme/project management</p> <ul style="list-style-type: none"> ▪ Contribute to the regular monitoring and reporting on trade and investment issues, business, economics and economic governance ▪ Follow issues regarding the negotiation, implementation and impact monitoring of the Economic Partnership Agreement (EPA) at national level, and where appropriate at regional level ▪ Prepare analyses and provide expert policy advice on issues related to trade, private sector development, competition, financial services, regional integration etc. and participate in sector policy dialogues ▪ Draft briefings, reports, speeches, press releases and articles on issues of relevance ▪ Participate in meetings, attend public events, organise PR activities, prepare publications to disseminate information about EU trade policies ▪ Prepare and assist in field missions relating to the relevant activities ▪ Support the management of cooperation projects in the area of trade and private sector development, including expert policy advice and contributions to the design, implementation, monitoring and appraisal of trade-related projects (i.e. measures accompanying EPA implementation) ▪ Liaise with relevant stakeholders dealing with trade, investment, business issues (e.g. trade and customs services, quality infrastructure bodies) and/or regional integration <p>General</p> <ul style="list-style-type: none"> ▪ Maintain good and effective contacts with relevant national authorities, public bodies, non-state actors, business community, international organisations and EU institutions ▪ Perform any other tasks assigned by the Head of Cooperation or members of Management 	<p>EDUCATION AND TRAINING University degree (study programme of at least four years), preferably in Economics/Business Administration/International Relations/Trade/Political Science or other related field. Post-graduate studies in a relevant area considered an advantage.</p> <p>EXPERIENCE At least five years of relevant experience. Sound experience in the area of external relations and trade policy and previous experience in work for a foreign diplomatic mission considered an advantage.</p> <p>KNOWLEDGE <u>Specialist Knowledge (know what)</u> Policies in: <ul style="list-style-type: none"> ▪ External Trade ▪ External Relations ▪ Economic and Monetary Affairs ▪ Development <u>Technical knowledge (know how)</u> <ul style="list-style-type: none"> ▪ Computer literacy (knowledge of Word, Excel, Access, PowerPoint, Outlook, internet, etc.) SKILLS <u>Linguistic skills</u> <ul style="list-style-type: none"> ▪ Very good command of English ▪ Good command of official local languages Pidgin/Motu ▪ Knowledge of another EU language will be an advantage <u>Communication skills</u> <ul style="list-style-type: none"> ▪ Capacity to communicate clearly, presenting complex matters in a clear manner, both orally and in writing ▪ Ability to interact with colleagues and third parties <u>Interpersonal skills</u> <ul style="list-style-type: none"> ▪ Ability to work in a team and to work in a multi-cultural environment ▪ Negotiation and diplomatic skills <u>Intellectual skills</u> <ul style="list-style-type: none"> ▪ Ability to conceptualise problems, evaluate alternatives and implement solutions ▪ Capacity to analyse and structure verbal and numerical information <u>Management skills</u> <ul style="list-style-type: none"> ▪ Capacity to focus on priorities and to deliver duties timely ▪ Good organisational skills ▪ Ability to work autonomously <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> ▪ Ability to work under pressure and to respond quickly to demands ▪ Commitment to ensure quality ▪ Attention to detail ▪ Strong sense of initiative and responsibility ▪ High flexibility ▪ Honesty and discretion </p>