

**THE COMMONWEALTH SECRETARIAT SEEKS APPLICATIONS FOR  
THE POST OF REGIONAL TRADE ADVISER (RTA)  
AT THE PACIFIC ISLANDS FORUM (PIF) SECRETARIAT**

<b>DATE REQUIRED:</b>	<b>September 2014</b>
<b>REPORTING TO:</b>	<b>Director, Economic Governance Programme, PIF Secretariat</b>
<b>DURATION:</b>	<b>Up to 31 December 2015</b>
<b>CLOSING DATE:</b>	<b>Thursday 14 August 2014</b>

**BACKGROUND**

Trade development has the potential to make a significant contribution to pro-poor growth and sustainable economic development. However, despite major efforts at trade promotion, reform and diversification, many PIF region countries have not yet been able to integrate successfully into global markets and participate effectively in the income generating and poverty reducing practices of regional and international trade.

While the trade development challenges are varied, a key aspect has been that PIF governments have limited human and institutional capacities. These have impeded attempts to take full advantage of the opportunities offered by regional and international trade, nor effectively manage the risks inherent in increased competition and exposure to international markets.

An added challenge is the increasingly congested trade policy agenda that many PIF region countries are facing. These include:

- Multilateral trade reform through the World Trade Organization (WTO) Doha Round of trade negotiations.
- Compliance with international trade rules, including through the WTO and GATT frameworks.
- Finalisation of the Economic Partnership Agreement (EPA) between the European Union (EU) and Pacific Region.

- Regional integration efforts through Pacific Island Countries Trade Agreement (PICTA) and Pacific Agreement on Closer Economic Relations (PACER).
- An interest in pursuing bilateral Free Trade Agreement (FTA) negotiations with key strategic international trading partners.

The increasingly resource intensive nature of such an active trade policy agenda underscores the need to strengthen trade capacities in the PIF Region including at the PIF Secretariat. This requires targeted, demand-driven and coordinated trade-related technical assistance that offers support to short-term trade capacity gaps while building sustainable and lasting trade development outcomes.

## THE HUB & SPOKES II PROGRAMME

Since 2004, the European Commission (EC), the Commonwealth Secretariat and Organisation Internationale de la Francophonie (OIF) have recognised the scale of the trade development challenge facing many ACP member countries and provided assistance through *The Hub & Spokes Project*. With the support of the ACP Secretariat, from July 2012 donor partners are now able to offer continued trade-related technical assistance to ACP member states through the *Hub & Spokes II Programme*.

The Commonwealth Secretariat is responsible for the implementation of the *Hub & Spokes II Programme* in Eastern and Southern Africa, the Caribbean and Pacific regions as well as at the African Union Commission. The OIF is responsible for the implementation of the project in the regions of West and Central Africa.

The overall goal of the *Hub & Spokes II Programme* is to contribute to sustainable economic development and poverty reduction in ACP countries through closer regional integration and increased participation in the global economy. This will be achieved by enhancing the capacity of ACP countries to formulate suitable trade policy, participate effectively in international trade negotiations and implement international trade agreement.

Through the deployment of a Regional Trade Adviser to the PIF Secretariat, the *Hub & Spokes II Programme* will support a wide range of trade capacity development activities, including:

- building institutional capacity for the Secretariat, national trade ministries and organisations responsible for trade policy formulation and negotiations;
- enhancing skills and expertise of staff in relevant ministries and organisations to undertake and manage the varied tasks associated with trade policy formulation, negotiation and implementation;

- strengthening national and regional institutions and training organisations so that there is an on-going and sustainable capacity to provide support to countries in these areas;
- providing technical advice and undertaking studies on trade-related issues;
- contributing to, and coordinating, communication mechanisms within and between ACP member countries on trade policy issues and strategies to achieve positive trade policy outcomes;
- supporting public-private sector engagement on trade policy issues with a view to strengthening the policy-making process and empowering decision-makers through informed analysis and relevant contributions from the non-government sectors.

An important component of the *Hub & Spokes II Programme* will be the annual regional planning initiative, where programme donors in the PIF region identify trade capacity development priorities, required interventions, expected results and opportunities for collaboration.

## TASK DESCRIPTIONS

The Task Descriptions below provide a broad outline of expected activities and functions to be carried out by the Regional Trade Adviser. A detailed Annual Work Plan will be prepared in collaboration with PIF Secretariat and National Trade Advisers (NTAs) deployed at national trade ministries in the region. The Annual Work Plan will draw on established trade capacity development priorities, likely programme interventions in the region and available finances.

1. Conduct a regional trade capacity development needs assessment in collaboration with National Trade Advisors and other officials at the PIF Secretariat. It is expected that this regional needs assessment will facilitate the development of the Hub & Spokes II Programme's work plan and identify key Programme interventions for the duration of this assignment.
2. Provide high-level and strategic trade-related technical assistance and advice on regional and national trade policy matters. This includes trade policy formulation as well as the negotiation and implementation of international and regional trade agreements.
3. Assist in the development and analysis of relevant trade-related regional and national economic policies as well as in the negotiation and implementation of WTO, regional and bilateral trade agreements.
4. Assist in the development and provision of regional and national trade policies and related training to government officials, private sector representatives, members of parliament, civil society and other relevant stakeholders. The

aim should be to build sustainable human and institutional trade capacities in the PIF Region.

5. Assist in the establishment and strengthening regional and national trade consultative networks.
6. Design and conduct regional and national seminars, workshops and training programmes where necessary on trade policy matters.
7. Facilitate coherent interventions by member states on trade policy issues at the regional level, including through collaboration with Trade Advisors deployed to national trade ministries and other national counterparts in the region.
8. Influence change and organisational reform through leadership, high-quality communications and informed, evidence-based strategies with a view to enhancing human and institutional trade capacities in the region.
9. Provide leadership in pro-actively working with those aid-for-trade donors with a presence in the region in the preparation of high quality technical proposals aimed at providing additional capacity building support and trade-related technical assistance to the PIF Region. This work should extend to training regional and national officials on the preparation of aid-for-trade technical submissions.
10. Manage and plan *Hub & Spokes II Programme* regional activities with a view to identifying opportunities for regional collaboration on trade capacity development activities. This will require developing and maintaining a close working relationship with each Trade Advisor based at national trade ministries in the region. Regional collaboration is critical to the success of the Programme.
11. Manage planning and reporting functions as required in support of the broader Hub & Spokes II Programme. This will include, for example, the submission of bi-annual work plans, participation in regional planning workshops and contributing to case studies and other programme reports. The planning and reporting of *Hub & Spokes II Programme* activities should be conducted in compliance with best practices in Results Based Management.
12. Provide leadership in raising the profile of the *Hub & Spokes II Programme* in the region, particularly through documenting and disseminating its achievements and impacts. More broadly, there will be a need to contribute to intra-ACP and regional communications and technical exchanges on trade capacity development initiatives, experiences and lessons as required.

13. Manage the financial resources allocated to PIF Secretariat in support of the regional and national *Hub & Spokes II* work programme and provide financial statements in line with agreed procedures and regulations of the Commonwealth Secretariat. The Regional Trade Advisor must collaborate with NTAs deployed to national trade ministries in the region to ensure access to Programme funds on relevant trade capacity development initiatives.
14. Participate in professional development and training opportunities as catered for in the *Hub & Spokes II Programme* operating budget.
15. Where applicable, supervise the work of the Trade Adviser and the Administrative Assistant based at the PIF Secretariat.
16. Undertake other duties as delegated by the Director, Economic Governance Programme at PIF Secretariat that are directly relevant to the *Hub & Spokes II Programme* and the trade capacity development objectives in the PIF Region.

## **PERSON SPECIFICATIONS**

### **Education:**

Post Graduate qualifications in Economics/International Trade or related discipline.

### **Experience:**

- A minimum of ten years' experience in trade policy formulation, analysis and implementation;
- Experience of trade capacity building in developing countries, with particular reference to the PIF region;
- Experience of providing advice to senior management and in dealing with Governments and project authorities at a senior level;
- Supervisory experience of multidisciplinary staff;
- Experience and knowledge of trade policy issues and challenges in the PIF region.

### **Competencies:**

Applicants should be able to demonstrate:

- Sound knowledge of WTO and EU/ACP issues;
- Knowledge of the Pacific trade issues and regional integration agenda;
- Highly developed analytical skills and ability to provide clear and objective advice and recommendations;
- Strong written and verbal communication skills (in English);

- Ability to work harmoniously in a multi-disciplinary and multicultural environment.

**Eligibility criteria:**

Only applicants from Africa, Caribbean, Pacific (ACP) and European Union countries are eligible to apply