

GOVERNMENT OF CANADA

LES POSITION DESCRIPTION

Position:	Trade Commissioner	Incumbent:	Vacant
Department:	GAC	Position No.	415982
Location:	New Delhi, India	Effective Date:	TBC
Position Level	LE-08		
Supervisor's Title	Sr. Trade Commissioner	Supervisor's Level	EX-01

CONTEXT

The Canadian Trade Commissioner Service (TCS) is a world-wide network of professionals dedicated to advancing Canada's global commerce objectives. These professionals work closely with all levels of government and with industry to identify opportunities as well as obstacles (including market access issues or impediments) so that they can act on them to facilitate further trade.

Note:

1. Unless otherwise indicated, in this document the word "clients" refers to both private sector business clients as well as partner-clients.

SUMMARY

Under the supervision of the Senior Trade Commissioner (STC) for North India, this LE-08 Trade Commissioner in Delhi is responsible for the following:

- i) Developing and sharing knowledge of Indian trade policy negotiations-related developments;
- ii) Tracking local developments and drafting analyses of market access impediments affecting foreign companies operating in India;
- iii) Ensuring coverage of relevant government-to-government engagement via various bilateral instruments;
- iv) Providing quality service, appropriate advice and local intelligence to clients;
- v) Building relationships with clients and local contacts;
- vi) Conducting troubleshooting; and,
- vii) Planning and executing relevant events in support of Trade Section, High Commission, and Government of Canada priorities.

The incumbent is a trade generalist and contributes to horizontal trade policy coverage and market access challenges across a range of priority sectors. The officer will be expected to work effectively with colleagues across the India Trade Network and assist in the delivery of various Network business plan initiatives in a matrix environment. The position is both proactive and reactive in terms of the scope and breadth of work. As required, the officer will also be called upon to support official visits, delegations, missions and outreach activities by mission staff, and to contribute to broadening trade policy-related linkages between Canada and India. The incumbent will be working closely with a Canada-based Trade Commissioner who has substantive responsibilities in the areas outlined above and who will serve as the reporting lead across the India Trade Network and with headquarters.

Duties:

When performing your duties, you will be expected to consistently demonstrate the following competencies:

- Professional Integrity
- Adaptability & Flexibility
- Judgement
- Network/Alliance Building
- Interpersonal Relations & Respect

1. Development and sharing of current knowledge of the Indian marketplace 30%

- Develops and maintains current knowledge of the trade policy context of the Indian government and local marketplace, taking into consideration the general enabling environment, regulatory environment, specific requirements (e.g. general labeling or other requirements for goods), local buying and import patterns as well as the evaluation of current and future commercial conditions as they relate to Canadian interests and objectives.
- Analyzes, collects, synthesizes and distributes the relevant information as appropriate, including in replies to requests for information from colleagues within the India Network, partners across the federal and provincial levels of government in Canada, and business clients.

2. Awareness and understanding of all government-to-government instruments relating to the Government of Canada 20%

- Maintains broad knowledge of all relevant government-to-government agreements, arrangements and MOUs between the Government of Canada and Indian ministries.
- Facilitates continuity in engagement between Canadian lead departments and agencies and their Indian counterparts on specific issues and for particular instruments, and ensures colleagues within the mission and across the India Network are appropriately informed and engaged as required.

3. Provision of service, advice and analyses to colleagues, partners and clients 20%

- For the assigned responsibilities, maintains ongoing contact with colleagues, clients and local contacts in support of the Senior Trade Commissioner and FS-1 Trade Commissioner.
- Evaluates and uses knowledge of the marketplace to respond to requests for information from colleague, partners and clients and provide advice representing value-added to them. This may include, among others, drafting information/advice on the local business environment, opportunities and challenges of doing business in the host country, as well as upcoming relevant events (trade fairs, conferences, seminars, trade missions, etc.).

3. Relationship-building with clients and local contacts 15%

- Contributes to building and sustaining a mutually beneficial relationship with both Canadian clients and particularly local contacts. This relationship should, in the case of Canadian clients, take into consideration their specific needs and their relative potential in the local market.
- In the case of local contacts, the relationship should take into consideration their capacity to provide relevant information and access in support of Canadian interests and objectives related to trade policy (including state of ongoing/recent negotiations for Indian free trade agreements or similar/related agreements and arrangements).
- Maintains a database of Canadian clients and local contacts as well as ensures timely follow-up on requests for information.

4. Troubleshooting 10%

- Analyses diverse potential and actual business or market access problems encountered by clients. Develops and contributes to advising clients on relevant strategies. Issues can include market access, unfair business treatment, insurance coverage and claims, customs clearance, contract bidding, shipping, overdue accounts receivable, etc.
- Contributes to collaborating with and seeking guidance from more senior officers on issues having substantial policy implications, such as those concerned with market access, which may require development of strategies to lobby the local government for change, often with other like-minded countries.

5. Event Planning and Execution 5%

- Participates in the organization and execution of high-level visits of Canadian ministers, federal and provincial government officials, and senior industry executives to India and Indian official and industry visits to Canada.
- Supports or contributes to Canadian participation at trade-related events.

INCUMBENT DATE

SUPERVISOR DATE