The Guyana Office for Investment (GO-Invest) is a semi-autonomous body under the direct purview of the Office of the President. GO-Invest is divided into two divisions, one responsible for Investment Facilitation and the other for Export Promotion. With these divisions, GO-Invest offers a full complement of services to local and foreign investors and exporters.

With the recent agreement signed between Barbados and Guyana (St. Barnabas Accord), the establishment of a trade and investment office in Barbados is critical. The Government of Guyana in association with the Government of Barbados are establishing a food terminal in Barbados to facilitate trade of livestock and other agricultural commodities to Barbados and other Caribbean islands. This facility will act as a trade hub for the Caribbean.

**JOB OPPORTUNITY**

**TRADE OFFICE MANAGER**

**BARBADOS OFFICE**

**SCOPE OF WORK**

- The Trade Office Manager is responsible for managing the trade facility to enhance trade and export between Guyana and Barbados. In this regard, the incumbent is expected to ensure that businesses and investors using the facility are in compliance with all trade and export regulations and procedures for Guyana, Barbados and under the CARICOM trade agreement (Treaty of Chaguaramas).
- The incumbent is required to promote non-traditional exports of Guyana in the Barbadian Market.
- The Trade Office Manager must also play a key role in identifying and helping to develop business opportunities for Guyana from the interest of investors from Barbados.
- The incumbent will undertake all logistical activities associated with the port facility. This will mean liaising with all relevant departments within Barbados to ensure hassle free processing of all transactions.
- The Trade Office Manager will work closely with GO-Invest’s head office and Export Barbados to guide exporters and importers through the trade process and would report to the Chief Executive Officers.

**QUALIFICATIONS**

1. Minimum – Bachelor’s Degree in Marketing, International Relations, International Trade or Equivalent
2. At least 3-5 years’ experience in business development or export trade
3. KNOWLEDGE of Guyana and Barbados (*requirements for export and import*)
4. KNOWLEDGE of imports and exports around CARICOM
5. KNOWLEDGE of logistics will be an asset

**EMPLOYMENT TYPE**

Employment on a one-year contractual basis with possible renewal

All interested parties should submit resumes and copies of certificates no later than May 6, 2022 to:

Mrs. Kibbyann Chester-Harding, Senior Export Promotion Officer
Guyana Office for Investment, 190 Camp and Church Street, Georgetown
E-mail: Kibbyann.chester@goinvest.gov.gy

Only shortlisted candidates will be contacted for interviews.