

LOCALLY ENGAGED STAFF JOB DESCRIPTION

GENERAL INFORMATION	
Organization:	OGD
Program:	Government of Saskatchewan
Title:	Senior Trade and Investment Officer, SSK
Job Description Type:	SJD
Job Description Number:	175
Group & Level:	LE-O2
Decision Number:	14979
Job Code:	500556
This job description is already evaluated and should not be modified.	

PROGRAM/ORGANIZATION MANDATE OVERVIEW
Grow trade, attract investment, support innovation, and drive international engagement in key markets to advance Saskatchewan's Growth Plan goals.

CONTEXT & PARAMETERS
The position is a senior working level position of the Saskatchewan Trade and Investment Program.
The position typically reports to the Managing Director Head of Program at the Saskatchewan Trade & Investment Office.

KEY ACTIVITIES	
Primary Role	Plans and delivers the Trade and Investment Saskatchewan's program at the mission. This includes developing strategies to support and advance the planning and implementation of the program and providing expertise in the associated development of strategic, operational, annual business plans, goals, objectives and policies.
Advice & Recommendations	Provides advice, expertise and formulates recommendations as the focal point of contact on trade and investment opportunities, program implementation, policies, market intelligence and official visits and events.
Documents and Services	Revises and develops policy and/or project related documents such as presentations, plans, briefing notes, notices, funding estimates, contracts, reports and communication materials, and provides substantive technical input into program planning and the development of documents related to the Saskatchewan program.
Research & Analysis	Conducts or leads complex research and analysis of trends, financial and macro-economic issues, local developments, emergent opportunities and sector priorities that could have a significant effect on the Saskatchewan program.
Networking & Alliance Building	Maintains a network of contacts with local and foreign governments, partners and multilateral organizations and agencies to stay abreast of local developments, changes, policies and programs that may have an impact on the delivery of the Saskatchewan program.
Communications & Client Services	Works on cultivating relationships with local contacts to discuss issues related to clients' needs and promotes Saskatchewan's interests and objectives by contributing to discussions in relevant fora.
Committees & Working Groups	Participates in committees, project teams and working groups to promote Saskatchewan business and coordinates agreements between governments.
Supervision/Management Responsibilities	Oversees the work of Saskatchewan program staff, and may supervise one or more Officer(s) and or administrative position (s), and conduct related performance management assessments.
Other Duties	May be required to translate documents and/or interpret for CBS staff.

WORKING CONDITIONS	
Physical Effort	The work requires many hours sitting in an office.
Psychological Effort	The work requires close attention to detail when reviewing and evaluating the efficacy of Trade and Investment program and in making appropriate recommendations designed to advance Saskatchewan's objectives and priorities in the host country. The work requires effective listening skills when participating in meetings and events. Some stress involved in managing multiple priorities and deadlines, many of which are time sensitive and urgent; and in responding to fluctuating and at times, unpredictable client demands and requirements.

AUTHORIZATION	
Head of Mission (HOM)	<hr/> Signature Date
Program Manager	<hr/> Signature Date