**TERMS OF REFERENCE**

**Position Title:** Trade Policy Advisor

**Ministry/Entity:** Ministry of Industry & Trade

**Location:** Kabul

**Section:** EIF Project

**Bast:** Contract Based

**Reporting To:** Relevant Department

**Reporting From:** -

**Objective:** *Provides MoIC with doable action plans, policies and advice to ensure Afghanistan adapts to WTO system and benefits from the accession, export growth policies and integration in regional trade.*

**Key Responsibility: Trade Policy**

* **Policy**: Conduct diagnostic studies, sector studies developed/updated with direct/indirect EIF support. Develop Trade Policies in coordination with MoIC and EIF for adding to national development plans/strategies. Provide policy advice to MoIC specially Directorate for Trade and Transit Agreements for addressing the issues in the agreements.
* Develop export oriented policies and recommendations including data analysis, research papers as well as marketing policy for Afghan exports.
* Develop action plan and outreach materials and assists in implementation of Trade Remedies (Anti – dumping, Countervailing and safeguard measures) in accordance to WTO rules and principles.
* **Mechanisms**: Develop public-private coordination mechanism supporting high-level dialogue on trade development. Develop government-donor coordination mechanism on trade related matters. Develop donor-donor coordination mechanism on trade related matters. Develop annual rolling implementation overview integrating all trade-related government and donor-supported activities
* **Training**: Develop monthly training program for employees to increase MoIC employees capacity in developing trade policies, trade data analysis and developing trade remedies measures.

**Education, Experience & Skills**

**Education**

* Minimum bachelor degree in economics or business administration, preference will be given to Master’s degree holders

**Experience**

* Three years relevant experience in trade policy or relevant field

**Skills**

* Ability to develop and write concise trade policies and strategies
* Strong research capabilities
* Ability to interpret goals into objectives and benchmarks
* Ability to manage relationships with multiple stakeholders, including with other MoIC departments, external government bodies, the private sector, and international stakeholders
* Ability to use common computer software, including email, MS Office, and develop databases in excel
* Ability to take initiative to reach objectives