



Job Description

Job Title: Vice President, Investments
Reports to: President
Division: INVESTMENTS

Job Summary

The Vice President Investments leads investTT's investments activities aimed at targeting, attracting and securing local, regional and international direct investment to Trinidad and Tobago. The Vice President Investments is primarily accountable for the development, oversight and implementation of comprehensive marketing and sales strategies geared to attract, and secure new investments in the target sectors. The Vice President will also be responsible for monitoring the performance indicators, inclusive of those which reflect Trinidad and Tobago's overall value proposition, strengths, positioning and performance in the targeted sectors.

Job Responsibilities

1. Develop a compelling value proposition for Trinidad and Tobago focusing on the targeted investment sectors
2. Establish a clearly identified priority list of investor targets, geographically and sector wise
3. Develop and leads the implementation of strategic targeting plans aimed at attracting, securing and closing business investments with targeted investors
4. Research, develop, implement and manage a package of investment incentives for the targeted sectors
5. Develop proposals to address weaknesses in investment sourcing incentives and systems for submission to policy makers
6. Ensure the implementation of operational systems, procedures and policies which support the identification, targeting and securing of investments by local and foreign investors into the Trinidad and Tobago business environment
7. Coordinate with other Government Ministries and departments involved in investor and investment sourcing
8. Monitor, maintain, and update a performance score card on the Trinidad and Tobago's strength, position and performance in the non-energy sector
9. Build, maintain and manage the performance of assigned staff
10. Establish and build value added and profitable and supportive relationships with internal and external stakeholders
11. Undertake periodic exploratory missions in concert with the Ministries of Trade and Foreign Affairs, including to the multilateral financing institutions such as the World Bank/IFC, the EU/Centre for Industrial Development, the EU/European Investment Bank, IADB

12. Oversee direct reports consistent with the Company's Performance Management System and HR policies
13. Comply fully with the Company's policies and procedures, and adheres to the Company's Core Values and Charter of Business Ethics by daily demonstration of associated behavior.
14. Perform any other duties as required by the job function

Education and Job Experience

- B.Sc. in Business, Economics, International Marketing, or a related discipline
- MBA or Post Graduate qualification in Business or Management
- At least (10) years experience related experience in a senior managerial position
- Extensive knowledge of Trade and Investment with emphasis on Investment Sourcing
- Knowledge of private and public sector business operations
- Demonstrated success in business development and in maintaining and building relationships with investors, clients, and joint venture partners
- Proven track record of managing a team of professionals and consistently delivering on targets
- Demonstrated strong action and results-oriented leadership ability

Knowledge, Skills and Abilities

1. Visionary, inspirational, strategic, tactical, focused, persuasive, people centric, decisive, ethical and open to feedback
2. Project Management Skills
3. Ability to close investment transactions meeting tight targets
4. Ability to work in and adapt to different areas within the company
5. Ability to maintain a flexible work schedule and to work well under pressure
6. Leadership Skills
7. Ability to Multi-task and manage time effectively
8. Good negotiation skills
9. Strong Deal Making Abilities
10. Strong International business network
11. Self-motivated
12. Must have excellent Interpersonal, Networking and Conflict Resolution Skills
13. Must have excellent written, verbal communication and presentation skills
14. Committed to working as a team lead and team member
15. Excellent network of investor contacts in international markets

Reporting Line Signature: _____

Date: _____

Employee Signature: _____

Date: _____