



TRADE COMMISSIONERS' APPLICATION FORM

Please read the information carefully before you complete your application.

1.BACKGROUND INFORMATION

- The Government of Vanuatu through the Minister of Foreign Affairs, International Cooperation and External Trade appoints Trade Commissioners as per **section 42 of the Foreign Service Act of 2013**.
42.A. Term of office of Trade Commissioner is 3 years
42.B. Reporting requirements of Trade Commissioner to Director General on a Quarterly basis.
42.C. Revocation of Appointment of Trade Commissioner by Minister in writing.
42.D. Resignation and Termination of Trade Commissioner in writing to Minister.
- The Trade Commissioners may not necessary be diplomats and do not have the same status as officers of diplomatic rank stipulated in the Foreign Service Act. However, some may provide the privilege through a Diplomatic passport to elevate his/her status on a specific assignment by government. Trade Commissioners play an important role in supporting the Government of Vanuatu through establishing business connections, networking, promotion of trade, tourism, investment and supporting Vanuatu business delegations or dignitaries traveling to the assigned jurisdictions abroad.
- The Vanuatu National Sustainable Development Plan Economic Policy Objectives emphasized on increasing trade and investment, and access to markets for Vanuatu exports. The Ministry's contribution to implementing the Plan is through the strategic appointments of Trade Commissioners to assist the government initiatives and goal.
- Trade Commissioners are prominent business people who can support the government in connecting the right people and potential markets for Vanuatu trade and investment. Trade Commissioners must be a genuine person and ensure the integrity of their representation.

Objectives

The objectives of the appointment of Trade Commissioners are:

- To promote Vanuatu's interests on trade, tourism and investment abroad;
- Create business links and networks for Businesses, and Chamber of Commerce between Vanuatu and each assigned country or city;
- To represent Vanuatu businesses and business-related activities that is of benefit to Vanuatu.

DUTIES AND RESPONSIBILITIES

The Duties and Responsibilities of a Trade Commissioners includes:

- Contribution towards developing and promoting trade, investment and tourism opportunities;
- Provide advice to the government on opportunities for expanding economic and trade relations between Vanuatu and the assigned country;
- Facilitate and communicate with the Ministry of Foreign Affairs, International Cooperation and External Trade regarding Businesses and investor delegations traveling to Vanuatu;
- Assist Vanuatu government and business delegation traveling to the assigned jurisdiction and trade missions;
- Communicate relevant developments and assistance through media platforms upon the Director General's approval;
- Represent the Ministry of trade, investment and tourism conferences, and trade fairs upon recommendation of the Director of External Trade and approval by the Foreign Minister



3. Required Documents to be submitted for Assessment Process.

Here are the following application requirements for any interested applicant he/she will have to submit the following documents. (Please tick or cross the box if you have the documents)

| Documents | Tick/cross |
|--|------------|
| i. An Express of Interest (EOI) Letter. The letter should identify the city and the country of the interested applicant contact details (valid telephone number and email address) | |
| ii. Recent Curriculum Vitae | |
| iii. Police clearance from country of origin which is valid for recent 3 months | |
| iv. Copy of valid passport (of country of origin), Birth certificate. (note: For any second/or foreign passport, the applicant must submit both copies of passports) | |

4. General questions

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|-----------------------------------|---------------------|------------------|
| First Name: | Middle Name: | Surname: |
| Date of Birth: | Nationality: | Sex: Male/Female |
| Valid Residential Address: | | |
| Valid Email address: | Valid Phone number: | |
| Region/Jurisdiction applying for: | | |

5. Query or comments:

6. AUTHORIZATION: I hereby certify that I have read and understand the Trade Commissioner's application form and I have provided true and correct information.

SIGNATURE: _____

DATE: _____