Liberia Chamber of Commerce
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Terms of Reference (ToR)

Position: Trade Officer
Organization: Liberia Chamber of Commerce (LCC)
Reporting to: Secretary General
Duty Station: Monrovia, Liberia, with intermittent field visits
Contract Type: [Full-time / Contract]

1. Background

The Liberia Chamber of Commerce (LCC) is strengthening its trade portfolio to enhance private sector participation in national, regional, and global markets. As part of this effort, the Chamber seeks to recruit a Trade Officer to provide technical leadership on trade facilitation, policy engagement, and business support services.

2. Purpose of the Role

To drive the Chamber's trade agenda by providing research, advisory, and facilitation services that enhance market access, improve trade competitiveness, and strengthen the participation of Liberian businesses in regional and international trade.

3. Key Responsibilities

A. Research, Policy & Advisory

- Undertake research and analysis on trade and business development issues aligned with LCC priorities
- Prepare policy briefs, advisory notes, and briefing materials for LCC leadership
- Provide technical advice on international trade frameworks, including:
    - African Growth and Opportunity Act (AGOA)
    - African Continental Free Trade Area (AfCTA)
    - World Trade Organization (WTO)
- Track and analyze national trade policies and implementation status

B. Trade Facilitation & Institutional Engagement

- Liaise with the National Trade Facilitation Committee and relevant institutions on trade-related matters
- Provide technical input on trade discussions at national, regional, and international levels
- Manage and operationalize the AfCFTA Desk at the Chamber

C. Business Support & Export Development

- Provide advisory services to SMEs on trade procedures, market access, and export readiness
- Guide businesses in completing Certificates of Origin and other trade documentation
- Track utilization of export instruments and support services to members

D. Trade Promotion & Market Linkages

- Organize and lead trade fairs, exhibitions, and trade delegation visits
- Expand and manage the "Made in Liberia Products" Promotional Center
- Support the development of an online trade promotion portal linked to marketing platforms

E. Awareness, Outreach & Capacity Building

- Design and implement awareness programs on international trade opportunities and benefits
- Identify and target potential users of LCC trade services
- Build and maintain a database of trade support institutions, service providers, and businesses

4. Expected Outputs

- Regular trade policy briefs and advisory notes for LCC leadership
- Functional AfCFTA Desk and strengthened trade facilitation engagement
- Increased SME participation in export-related activities and services
- Successful organization of trade fairs and business delegations
- Operational "Made in Liberia" promotion platform (physical and digital)
- Updated database of trade stakeholders and service providers

5. Qualifications & Experience

- Bachelor's degree in Economics, International Trade, Business Administration, or related field
- Minimum of 3–5 years' experience in trade facilitation, policy analysis, or private sector development
- Strong understanding of regional and global trade frameworks
- Experience working with SMEs and business support services is an advantage

6. Core Competencies

- Strong analytical and research skills
- Excellent communication and report writing ability
- Stakeholder engagement and relationship management

- Practical knowledge of trade procedures and documentation
- Initiative, adaptability, and results orientation

7. Performance Indicators

- Number and quality of policy briefs and advisory notes produced
- Level of SME engagement and support services delivered
- Participation and outcomes of trade fairs and delegations
- Functionality and usage of AfCFTA Desk services
- Growth in businesses accessing export documentation and trade support

8. Duration & Remuneration

[To be determined in line with LCC renumeration policies]