

B Basic details of job

Job title: **Senior Policy officer Economic and Cultural Affairs**

Unit/mission: -- **Royal Netherlands Embassy Caracas**

Job level: **09**

Number of hours: 38

General features of job

- ❑ The policy officer is responsible for helping to promote trade for the entire Kingdom of the Netherlands, especially by informing on trade and investment opportunities and by helping to provide requested trade information to companies of the Kingdom and to help them in their contacts with Venezuelan authorities in accordance with Ministerial policy guidelines;
- ❑ The policy officer is accountable to the Head of the Economic Section for helping to develop effective policies in the field of trade promotion.
- ❑ The policy officer actively contributes to a high and varied profile of the Kingdom, including in the field of culture, especially by developing and executing promotional activities;
- ❑ The policy officer is responsible for helping to promote Dutch Higher Education and to strengthen academic cooperation;
- ❑ Although the Policy Officer is accountable to the Deputy Head of Mission/Head of the Economic Section, in executing his/her duties, the officer should be able to develop a high degree of independence and show the necessary initiative.
- ❑ In terms of time management, economic tasks will account for approximately 75 % of the workload.

Actual duties

DUTIES

Economics and Trade:

- Following and reporting on trade, economic and commercial developments, as well as on market opportunities and investment possibilities and supporting the Head of Section in preparing reports thereon for DGBEB, RVO and other trade related institutions in the kingdom;
- Providing the services required of an economic section of an Embassy, including:
 - providing trade information to companies and keeping a registry thereof in Achilles;
 - providing assistance to companies from the Kingdom in their contacts with the Venezuelan authorities, including in trade disputes and custom/currency formalities and independently represent the Royal Netherlands Embassy Caracas up to high levels of local authorities;
 - reporting to DGBEB, RVO and companies and sector organizations about market conditions and business opportunities;
 - doing research on interesting investment and trade opportunities of the Venezuelan economy, including risk factors;
 - monitoring the Venezuelan trade and import regulations and procedures and inform the relevant authorities of the Kingdom of the Netherlands, including the Caribbean parts of the Kingdom, as well as trade associations and other relevant

- institutions;
- initiating and undertaking trade related promotional activities; including handling of available instruments from RVO, including BPA funding;
- distributing information received from the different parts of the kingdom to all interested parties.
- Representing the Embassy in EU Trade counsellors meetings and other EU-events concerning trade policy;
- Attending trade fairs, exhibitions, seminars and other promotional events and select events where participation of the Kingdom is advisable;
- Helping to organize commercial missions to Venezuela to promote the Kingdom and its companies, and their products and services;
- Coordinating trade related activities with the Honorary Consuls in Venezuela;
- Maintaining a network of relevant public and private organizations in Venezuela;
- Maintaining contacts with agents, companies and importers dealing with products and services related to the Kingdom;
- Helping to organize relevant ministerial visits and trade missions;
- Keeping up-to-date lists of companies from the kingdom in Venezuela and of important trade contacts (i.e. for the distribution of promotional material);
- Special assignments, i.e. advise on legal matters;

Public Diplomacy / Press

- To initiate and intensify the contacts between the various parts of the Kingdom of the Netherlands and Venezuelan and other locally represented organizations (in close collaboration with representatives of the Caribbean parts of the Kingdom);
- To support the First Secretary in initiating and organising Public Diplomacy activities, in support of the HGIS policy objectives. This includes the writing of proposals and contracts, the administrative processing together with RSO as well as the monitoring of the projects;
- To assist the Ambassador, Head of the Economic Section and the First Secretary in their contacts with the press, specifically in the field of economic, cultural and educational affairs;
- To update and execute a digital outreach strategy on relevant websites and social media platforms, in support of the Embassies objectives;
- To send promotional material to relevant addressees;

Culture/ Education

- To initiate and facilitate activities in the cultural field (with available ICE funding), in close collaboration with the First Secretary;
- To strategically choose and execute those activities so that they contribute to better understanding between Venezuela and the Kingdom as its neighbouring country, as well as support other HGIS policy objectives;
- To represent the Embassy at EU cultural coordination meetings, and facilitate cooperation between the EU and the Kingdom in the cultural field;
- To represent the Embassy at cultural events and meetings with high-ranking officials;
- To facilitate visits from notable artists and other cultural representatives from the Kingdom;
- To help initiatives in the academic field, in particular in relation to academic cooperation and exchange programs.

RESULT AREAS:

Economics and Trade:

- the Ministry of Foreign Affairs is kept well informed on the trade and investment opportunities in Venezuela;
- The Kingdom's business interests are supported and promoted in accordance with the instruction of the ministries of Foreign Affairs and of Economic Affairs;
- The economic and commercial potential of the Kingdom is well known in Venezuela.
- Organization of regular round tables with the business community of the Kingdom.

Culture

- Strengthening of cultural ties and improved understanding of the Kingdom's culture, contributing in this way also to other elements of the bilateral cooperation, amongst others by promoting cultural events with a substantial outreach, such as the yearly film festival.
- A good image of the Kingdom as an interesting, creative country that can contribute to good relations with Venezuela;
- The opportunities for studying in the Kingdom are known in Venezuela;
- Academic cooperation is gradually extended

WORKING ENVIRONMENT

Currently there are about 16 people working in the Embassy of the Kingdom of the Netherlands in Caracas. Besides staff from the Ministry of Foreign Affairs, there are also colleagues from the Ministry of Defence and the Dutch Police (KLPD).

The policy officer for commercial and cultural affairs works in close collaboration with the Deputy Head of Mission/Head of the Economic Section and the First Secretary of the Embassy. Occasionally the Ambassador will give direct instructions, when so required.

Knowledge and skills

Level of education: Preferentially university level Master's degree in economic or social sciences or equivalent

Level of experience: at least 5 years' experience required

- Interest and preferably relevant experience in all areas of responsibilities. Experience in the private sector or chambers of commerce is of added value.
- An understanding of general and specialised developments in relation to the areas of responsibilities, in particular related to macro-economic issues;
- An understanding of relevant ministerial frameworks and legislation in the policy area

- concerned;
- ❑ Skill in translating insights and information into advice, plans and reports and in assessing their policy and financial implications;
 - ❑ Knowledge of techniques for drawing up project plans and performing evaluations, and skill in using them;
 - ❑ Fluency in the Spanish and English languages;
 - ❑ Knowledge of the Netherlands and/or the Caribbean parts of the Kingdom, including the principal institutions, the economy and main market opportunities
 - ❑ Good editorial/reporting skills;
 - ❑ Good social and communication skills;
 - ❑ Is pro-active and service minded;
 - ❑ Is able to work independently, but is also a team player;
 - ❑ Can respect confidentiality.
 - ❑ Proficiency in Microsoft Office
 - ❑ Good knowledge of social media

COMPETENCIES :

- Client orientation;
- Initiative;
- Analytical skills;
- Result orientation;
- Networking;
- Organization.

Direct contacts are maintained with representatives of Dutch companies (often high level, with complicated needs for assistance), various relevant Venezuelan authorities at different levels (up to high level, for example tax and exchange control authorities on a regular basis), and with EU partners (represents embassy in trade counsellors meetings etc.).

Other remarks

Diplomatic skills, discretion, representative personality, to a large extent independent performance of the job, etc. are key aspects for a good performance in this position. Both the level and intensity of the work and the contacts maintained by the local policy adviser for economic and cultural affairs justify the qualification at senior policy officer level. Bringing a broad network of local contacts is an extra invaluable asset.