

**STATE TRADING CORPORATION**  
**SCHEME OF SERVICE**

Post : Commercial Manager (Retail)

Qualifications : By selection from among candidates possessing –

- A. A Degree in either Business Administration or Commerce or Economics or Marketing or International Trade or Management or Finance;
- B. A Master's Degree in either Business Administration or Commerce or Economics or Marketing or International Trade or Management or Finance;

OR

Equivalent qualifications to A and B acceptable to the Board.

- Candidates should also:
  - (1) reckon at least 10 years' experience in an administrative, commercial or financial environment in the public/private sector at supervisory level;
  - (2) are conversant with international commercial law and in Incoterms rules;
  - (3) have excellent leadership, communication and management skills; and
  - (4) have good organizing and supervisory skills.
- Candidates should produce written evidence of any experience claimed.

**Roles and**

**Responsibilities:**

To be responsible to the General Manager and to focus on procurement and commercialization of selective products.

**Duties:**

- (1) To identify new potential products through market research and analysis;
- (2) To pursue the acquisition and successful integration of the STC's brand into the retail market;

- (3) To negotiate with new suppliers;
- (4) To manage the import function and its related activities;
- (5) To demonstrate a sound understanding of import/trade terms and protocols such as Incoterms 2010, international commercial/procurement terms;
- (6) To liaise with local and international trading partners;
- (7) To monitor performance against targets and implement improvement plans;
- (8) To analyse sales trends and adjust strategies;
- (9) To develop pricing strategies to optimize profit margins;
- (10) To monitor competitor pricing and market trends;
- (11) To ensure timely delivery and quality standards;
- (12) To be fully conversant with international commercial law and in Incoterms rules;
- (13) To monitor and supervise team members;
- (14) To review employees' performance and contribution;
- (15) To attend meetings of committees such as Tender Evaluation, Risk and Automatic Pricing Mechanism;
- (16) To use ICT in the performance of his duties;
- (17) To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Commercial Manager (Retail) in the roles ascribed to him/her.