



JOB DESCRIPTION FOR AGRICULTURAL SPECIALIST

1. JOB DESCRIPTION

1.1 IDENTIFICATION

Position name : Agricultural Specialist
Area : Agricultural Office
Cargo del jefe directo : Agricultural Attaché

1.2 MAIN OBJECTIVE

Technical support to the Agricultural Attaché in the main duties of the Agricultural Office of Chile for US and Canada.

1.3 SPECIFIC TASKS

- Technical support to the Agricultural Attaché in phyto / zoo sanitary issues related to market access negotiations and improvement of entry conditions for Chilean products to the US and Canada;
- Identification and communication of new phyto and zoo sanitary regulations in the US and Canada that affect products from Chile (antenna for regulatory changes);
- Research and gathering of relevant information for the different services of the Chilean Ministry of Agriculture and trade associations in the food sector;
- Attention to sanitary contingencies (shipments, phytosanitary certificates, etc);
- Coordination of meetings of the Agricultural Office with counterparts from USDA, FDA, CFIA, trade associations, among others, monitoring and generation of minutes of meetings of the Agricultural Office with public and private counterparts in Chile, as well as in the US and Canada;
- Conduct negotiations and consultations with counterparts from USDA, FDA, CFIA, trade associations, or companies, in coordination with Agricultural Attaché;
- Support in agendas and coordination of missions / trips of authorities;
- Correspondence management between Chilean and Agencies of US and Canada;



- In general, technically support the Agricultural Attaché in actions carried out by the Agricultural Office in its 4 main areas:
 - Diversification / Access of agri-food and forest products from Chile to the United States and Canada,
 - Management of trade facilitation of agri-food and forest products from Chile to the US and Canada;
 - Cooperation between Chile and the United States and Canada on priority issues for the Chilean Ministry of Agriculture (Sustainability, Water Resources, Associativity and Rural Development); and
 - Generation of relevant information for the public and private sector.

1.4 INTERNAL COORDINATION

Coordinates with	For
Agricultural Attaché	General guidelines, weekly coordination and approvals.
Information Officer	Communication of regulations and information

1.5 LOCATION

The position is carried out mainly at the Chilean Embassy in Washington, DC, with possible trips according to what is coordinated with the Agricultural Attaché.

2. REQUIREMENTS

2.1 GENERAL REQUIREMENTS

- Studies : Agronomy or related career.
- Experience : Ideally experience in this position's field or similar positions, with relationship with Chile and having worked or related to government institutions.
- Visa Status : Citizenship or residence status which allows him/her to work in the United States.
- Languages : Advanced English and Spanish



2.2 PERSONAL COMPETENCIES

- Achievement driven
- Team work and collaboration.
- Organizational commitment
- Initiative, proactivity
- Communication and interpersonal skills