



British Embassy Muscat

POSITION: Commercial Attaché

Grade:	A2 (L)
Section:	UK Trade & Investment
Location:	Muscat
Contract:	Full time, Temporary (Maternity cover for 2 months)

The British Embassy, Muscat has vacancy for the post of a Commercial Attaché. This is a full time temporary vacancy is to cover maternity leave for 2 months starting in June.

Objective:

The main purpose of the job is to provide support to the British industry to work in Oman and support the administration of the Commercial Team.

Key Duties and Responsibilities:

- Work closely with British companies looking to explore business opportunities in these sectors in Oman;
- Prepare visit programmes and support companies visiting the UK;
- Undertake market research on behalf of British companies;
- Manage events including seminars, receptions and networking events;
- Maintain internal databases;
- Support the management of the local budget, including monitoring spend and forecasting expenditure;
- Provide assistance to companies exhibiting at trade fairs in Oman; and,
- Answer enquiries on doing business in Oman.

Competencies:

The candidate will need to demonstrate the following competencies during the interview:

- **Engaging People: Leading and Communicating:** Effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It's about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.
- **Engaging People: Collaborating and Partnering:** People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the Civil Service to help get business done. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.
- **Delivering Results: Delivering at Pace:** Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.
- **Delivering Results: Achieving Commercial Outcomes:** Being effective in this area is about maintaining an economic, long-term focus in all activities. For all, it's about having a commercial, financial and sustainable mindset to ensure all activities and services are delivering added value and working to stimulate economic growth.

Skills

Essential:

- Excellent written and oral English communication skills and interpersonal skills;
- Able to collaborate and partner with others and establish trusted working relationships;
- Delivering timely performance; and,
- Proficient in the use of computers.

Desirable but not essential:

- Worked previously in UK Trade and Investment;
- Market Research and commercial experience; and,
- Can speak Arabic.

Remuneration, working hours and other benefits:

The Embassy offers an attractive working environment and remuneration package for the role, including: salary of 800 Omani Riyals per month inclusive of all allowances; recreational facilities including a swimming pool and social club.

Normal working hours are 07:30 – 14:30 Sunday to Thursday. However, the successful candidate may sometimes be required to work outside normal working hours.

Due to the temporary nature of this position there is no holiday entitlement. On the job training will be provided as necessary.

Application Process:

To apply for this position you must have a valid visa for Oman.

Interested candidates should forward the following on or before **10th June 2015** to muscat.recruitment@fco.gov.uk.

1. An updated Curriculum Vitae
2. A completed Application Form (attached). Kindly ensure that concrete examples of each competence will be provided on the application summary section of the form.
3. A covering letter stating why you feel you have the necessary skills to perform well in the above role, giving examples of each of the competences listed.

Applications received after the stated deadline will not be considered. Telephone applications and enquiries will not be accepted.

A panel interview will be held in the week commencing 18th June which might include a short office based assessment.

The successful applicant's employment will only be confirmed after the completion of any security clearance/checks. The checks can take several weeks to complete and the applicant will only be employed if the UK security clearance is granted.

The British Embassy Muscat is an equal opportunities employer, dedicated to inclusivity, a diverse workforce and valuing difference. Staffs recruited locally by the British Embassy are subject to Terms and Conditions of service according to local Muscat employment law.