

STATE TRADING CORPORATION

SCHEME OF SERVICE

- Post : Commercial Analyst
- Code : STC 33
- Salary : **Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
- Qualifications : A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education 'Advanced Level'.
B. A degree in Economics or Marketing or International Trade or Management or Finance from a recognized University
or
Equivalent qualification acceptable to the Board:
C. At least two years' post qualification experience in a commercial environment in the public /private sector.

Note: Qualification at A above should have been obtained prior to qualification at B above. However, candidates who as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold-

- (a) A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and
- (b) A Master's Degree or a post graduate diploma from a recognized institution in one of the field at B above or an equivalent qualification acceptable to the Board.

Qualification (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should provide written of experience claimed.

- Responsible : The Commercial Manager.
- Duties : (1) To assist the Commercial Manager in day- to- day functioning of the Commercial Division.

- (2) To have special responsibility for the overall supervision of the Commercial Manager, for the following duties:
 - (a) monitoring of loading and unloading operations;
 - (b) monitoring of stocks of all products and preparation of shipping programs; and
 - (c) implementation of sales and purchases contracts.
- (3) To prepare costing details of imported goods in consultation with Finance Division.
- (4) To assist in the preparation of procurement documents and formulation of procurement strategies/ policies.
- (5) To continuously monitor import requirements.
- (6) To correspond with suppliers and other organizations and maintain records.
- (7) To obtain reports on and assist the Commercial Manager in chartering and freights regularly from overseas markets like Baltic Exchange and UK.
- (8) To examine demurrage/dispatch claims with reference to contract and charter party.
- (9) To prepare reports relating to shipping viz, arrivals, discharge, payment of demurrage and receipt of dispatch.
- (10) To prepare market assessment reports with a view to assisting management in taking decisions regarding purchases, sources of supplies, arrival schedules and other related particulars.
- (11) To file insurance claims in proper time and to ensure their settlement.
- (12) To deal with the appointment of Surveyors, Clearing and Handling agents.
- (13) To ensure that all commercial procedures are in compliance with ISO requirements.
- (14) To compile, analyse and prepare reports on the statistics for import.
- (15) To coordinate with Finance Section in the operation of the Automatic Pricing Mechanism (APM)
- (16) To perform all IT related 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 Analyst in the roles ascribed to him/her.

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