

**Commonwealth of Pennsylvania  
Department of Community and Economic Development  
Office of International Business Development**

**ANNOUNCEMENT**

Authorized Trade Representative – Southeast Asia

The Commonwealth of Pennsylvania's Department of Community and Economic Development (DCED) seeks an experienced consultant or consultancy to serve as an authorized representative, to be based in Southeast Asia, and to provide Pennsylvania companies with expertise and contacts to export their products and services to Indonesia, Malaysia, Philippines, Singapore, Thailand, and Vietnam.

The consultant will have extensive contacts with the region's government officials, industry associations, business communities, the U.S. Foreign Commercial Service (U.S. Department of Commerce), chambers of commerce, and other organizations (private and public) that will further the Commonwealth's trade goals and objectives in the region.

The consultant will support Pennsylvania business and government delegations during in-bound trade missions and exhibitions held in the region, and will be expected to travel to Pennsylvania on an annual basis to brief business and government officials on specific trade leads and on cultural, political and economic considerations to conducting business in the region.

The consultant will be knowledgeable of the legislation and regulations that impact the ability of Pennsylvania companies to conduct business in the region. In addition, the consultant should have personal contacts with local agencies that develop and enforce these regulations.

The consultant should permanently reside in Southeast Asia, speak and write fluently in English, and contribute a sufficient amount of his / her time to trade promotion activities as required by DCED to meet established objectives. The consultant will also conduct the accounting and reporting functions to satisfy the requirement of the contract and will always be available for Commonwealth business. This contract will commence 1 July 2022. The contract will be subject to annual review and renewal of established goals and is required to be rebid every five years.

The submission deadline for this position is 4 February 2022. Qualified candidates are requested to forward cover letter, proposal, and resume and references to:

Ms. Linda Foerster  
International Program Manager  
E-mail: [ra-OIBD@pa.gov](mailto:ra-OIBD@pa.gov)  
or  
Fax: +1 717-772-5106

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