

**Job Title:** Business Process Reengineering (BPR) Associate to the Office of Development Commissioner, MEPZ SEZ

**Number of Positions:** 1

**Responsibility Summary:**

MEPZ Special Economic Zone, Department of Commerce, Ministry of Commerce & Industries, Government of India invites applications from enterprising and aspiring candidates for the position of Strategy Consultant to the Office of Development Commissioner, MEPZ SEZ, ([www.mepz.gov.in](http://www.mepz.gov.in)). Government of India set up Madras Export Processing Zone (MEPZ) in the year 1984 as a Multi-Product Zone. It had been converted into a Special Economic Zone in the year 2003. MEPZ SEZ is located at Tambaram in a close proximity of 9 km from Chennai International Airport and about 30 km from the Chennai Sea Port. MEPZ SEZ is headed by the Development Commissioner, who is of the rank of Joint Secretary to the Government of India. MEPZ SEZ has the jurisdiction of Special Economic Zones (SEZs) and 100% Export Oriented Units (EOUs) located in the State of Tamil Nadu, UT of Puducherry (Pondicherry and Karaikal areas) and UT of Andaman & Nicobar Islands.

MEPZ Zone has a total area of 262 acres. The Zone became operational with the commencement of exports in 1985-86. There are about 124 Units in MEPZ SEZ operating in Manufacturing and Service Sectors like Apparel, Engineering, Electronics, Chemicals, Aerospace, Pharmaceuticals, Gem & Jewellery, IT/ITES, etc. The Zone provides direct employment to more than 35,000 persons.

Business Process Reengineering Consultant to the Office of Development Commissioner, MEPZ SEZ would be responsible to identify process bottlenecks, redundancies, and opportunities for improvement. This role will focus on applying business process reengineering (BPR) methodologies to identify areas for improvement, redesign workflows, and implement changes that enhance service delivery, reduce costs, and increase overall effectiveness.

**Educational Qualification:**

Full time MBA / Two years Post Graduate Diploma in Management / MA in Public Policy from Government recognized Institute/University with 60% aggregate marks. The decision of the Selection Committee regarding the acceptability of such qualification as eligible qualification shall be final.

**Age:**

She/He should not be more than 45 years of age on the date of issue of the recruitment notice. For age related relaxations, please refer to the Recruitment Rules.

**Essential Skills & Experience:**

Minimum 3 years of professional experience including a minimum of 1 year of work experience in government process reengineering and policy redesign. The candidate should also have an experience of working as a consultant with a government department/body. He/she should have an ability to function independently without supervision and build, lead teams. The candidate should have understanding of government operations, service delivery models, and relevant Indian regulations;

Candidate should be energetic and dynamic as the job profile would entail long working hours, extensive interactions with various stakeholders, high quality output in limited time period. The candidate should be result oriented, having excellent communication, and collaboration skills.

### **Desirable Skills and Experience:**

- Proficient in both written and oral communication in English, Hindi and Tamil.
- Project management experience and proficiency in data analysis / process mapping.

### **Job Description:**

- Interact at the highest levels of organization inside and outside MEPZ SEZ
- Conduct comprehensive assessment of existing government business processes within designated departments / areas. This may involve data collection, process mapping, stakeholder interviews, and gap analysis.
- Utilize process reengineering principles to identify process inefficiencies, redundancies, and bottlenecks.
- Design and recommend improved business processes that are streamlined, cost-effective, and citizen-centric. This may involve proposing new technologies, automation tools, or procedural changes.
- Collaborate closely with government officials, department heads, and staff to ensure stakeholder buy-in and a smooth transition to new processes.
- Develop detailed implementation plans for process improvements, outlining timelines, resource allocation, and training requirements.
- Facilitate training workshops and knowledge transfer sessions to equip government staff with the skills needed to operate under the new processes.
- Monitor and evaluate the effectiveness of implemented changes, measuring key performance indicators (KPIs) and making adjustments as necessary.
- Prepare comprehensive reports and presentations that document findings, recommendations, and the impact of process reengineering initiatives.
- Develop and implement project management procedures and methodologies to track key activities, owners and timelines of various projects
- Be a part of key projects at MEPZ SEZ

### **Additional Information:**

- This is a contract-based position.
- The other terms and conditions of engagement will be according to the Guidelines for engagement of Young Professionals/ Associates/ Consultants/ Senior Consultants on contractual basis in Department of Commerce as Independent Consultants O.M. No. A-12034/1/2019-E-2-DoC dated 01.11.2022.

### **Remuneration and Duration of Engagement:**

- The Associate shall be appointed on a contractual basis for a period of one year extendable up to a maximum of three years or more with approval of competent authority. A gross monthly remuneration of Rs. 80,000 – Rs. 1,45,000 per month shall be offered to the selected Associate based on their past experience, previous pay, etc.

### **Application Process:**

Candidates have to submit their resumes on email id ([ddc2@mepz.gov.in](mailto:ddc2@mepz.gov.in)) with following subject line:  
**Application for the post of <Post Name> by <Candidate Name>**

### **Selection Process:**

1. Out of the total applications, suitable candidates will be shortlisted for personal interview.
2. Candidate will be selected based on personal interview by Selection Committee.