



TERMS OF REFERENCE

(Position: Junior Trade Analyst)

Number of Positions: 2

Location: Chennai (Full-Time - Contract)

Background:

The Madras Export Processing Zone (MEPZ), established by the Government of India in 1984, is a Special Economic Zone (SEZ) located at Tambaram, Chennai. MEPZ SEZ operates under the jurisdiction of SEZs and 100% Export Oriented Units (EOUs) in Tamil Nadu, Puducherry (Pondicherry and Karaikal areas), and Andaman & Nicobar Islands.

MEPZ Zone Chennai spreads to 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 & Jewelry, IT/ITES, etc. The Zone provides direct employment to more than 35,000 persons.

Job Brief:

We are seeking a Junior Trade Analyst to support our team in data analysis and reporting. The role involves interpreting data, analyzing results using statistical techniques, and providing ongoing reports. The ideal candidate will work closely with stakeholders to prioritize business and information needs, identify trends, and define process improvement opportunities. Strong analytical skills, technical expertise in data models and databases, and proficiency in statistical packages are required.

Responsibilities:

- Assist in interpreting data, analyzing results using statistical techniques, and providing ongoing reports.
- Assist in the development and implementation of databases, data collection systems, data analytics, and other strategies to optimize statistical efficiency and quality.
- Support in acquiring data from primary or secondary sources and maintain databases/data systems.
- Help identify, analyze, and interpret trends or patterns in complex data sets.
- Assist in filtering and cleaning data by reviewing computer reports, printouts, and performance indicators to identify and correct code problems.

Qualifications:

Education and Work Experience:

- Bachelor's degree in Engineering, Science, Economics, Statistics, Computer Science, Information Management, Arts, or Commerce.
- 0-1 years of relevant work or internship experience.
- Technical Skills and Expertise:



- Basic understanding of data models, database design development, data mining, and segmentation techniques.
- Basic knowledge of visualization tools like PowerBI, Tableau, etc.
- Familiarity with reporting packages (Business Objects, etc.), databases (SQL, etc.), and programming (XML, JavaScript, or ETL frameworks).
- Basic understanding of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS, etc.).
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate information with attention to detail and accuracy.
- Proficiency in queries, report writing, and presenting findings.

Core Competencies:

- **Professionalism:** Ability to understand and follow work requirements with attention to detail and accuracy.
- **Communication:** Good spoken and written communication skills in English and Tamil.
- **Teamwork:** Ability to work effectively in a team environment and establish good working relationships.
- **Technological Awareness:** Interest in data or business analysis.
- **Commitment to Continuous Learning:** Willingness to learn and grow in the field.
- **Languages:** Fluency in English and Tamil is essential.

Age:

Not more than 35 years of age on the date of issue of the recruitment notice.

Remuneration and Duration of Engagement:

The Junior Trade Analyst 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. 60,000/- per month shall be offered to the selected Junior Trade Analyst based on their past experience, previous pay, etc.

Application Process:

- Candidates may apply through email (Email ID: ddc2@mepz.gov.in).
- The subject of the email shall be "Application for [Name of the Post] / [Name of the Candidate]."
- There is no registration/application fee.
- The last date for receiving applications will be communicated separately.

Selection Process:

- Suitable candidates will be shortlisted from the total applications for a personal interview.
- Final selection will be based on the personal interview by the Selection Committee.