



Job Title: Strategy Consultant 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). 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 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 & Jewellery, IT/ITES, etc. The Zone provides direct employment to more than 35,000 persons.

Strategy Consultant to the Office of Development Commissioner, MEPZ SEZ would be responsible for monitoring and driving progress across various projects driven by MEPZ SEZ, representing Development Commissioner in discussions with various stakeholders, advising Development Commissioner on matters on strategic importance, assisting him in high-impact decision making, and driving a few key projects etc.

Assist in preparation of E-tenders, ROI analysis of projects, design and evaluation of policy documents, including Acts, Rules, Schemes, Guideline, process and procedures. Work on the single window system and BPRs.

Mandatory:

Educational qualification: MBA or equivalent recognized by or under the regulations etc. of the relevant regulatory body, obtained after successful completion of studies (excluding studies in distance education mode) as a regular enrolled student from a Tier 1 institute. The decision of the Selection Committee regarding the acceptability of such qualification as eligible qualification shall be final.



Age: 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. S/he should not be more than 32 years of age on the date of issue of the recruitment notice. For age related relaxations, please refer to the Recruitment Rules.

Requisite Skills & Experience: Minimum 5 years of professional experience including a minimum of 2 years of work experience in a consulting role with a Big 4 professional services firm(s) or a renowned consulting firm(s). The candidate should also have an experience of working as a consultant with a Government department/body. The candidate should have strong problem-solving, mathematical and analytical skills. S/he should have an ability to function independently without supervision and build, lead teams.

Desirable:

- Proficient in both written and oral communication in English and Tamil.
- Proficient in processing large chunk of information and deriving actionable insights

Job Description

- Interact at the highest levels of organization inside and outside MEPZ SEZ
- Analyze the understand the latest developments in areas concerning the work of MEPZ SEZ
- Assist the Development Commissioner, MEPZ SEZ with inputs and information required for making strategic decisions. Be involved in high-impact decision making process and projects of great magnitude, complexity and speed
- Engage with multiple teams at MEPZ SEZ to drive project progress and provide regular status updates, escalate delays and challenges to Development Commissioner, MEPZ SEZ.
- Identify project risks and recommend appropriate solutions
- 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
- Improve the operational systems, processes and policies in support of organization's mission – specifically, support better management reporting, information flow and management, business process and organizational planning
- Play a significant role in long-term planning, with the view to delivering operational excellence
- Present a yearly budget in conjunction with Development Commissioner for approval and prudently manage resources within those budget guidelines
- Manage MEPZ SEZ budget in coordination with the Development Commissioner and other Deputy Development Commissioner's



Remuneration and Duration of Engagement:

Selected candidate shall be appointed on a contractual basis for a period of one year and based on performance it's extendable up to a maximum of three years or more with approval of competent authority.

A gross monthly remuneration of between the range of ₹80,000/- to ₹1,45,000/- per month shall be offered to the selected Senior Consultant based on their past experience, previous pay, etc.

Application process:

- The aspiring candidates may apply along with Resume through email (Email ID: ddc2@mepz.gov.in).
- The subject of email shall be "Application for ----- Name of the Post...../ -----Name of the Candidate."
- There is no registration / application fee.
- The last date for receiving application is 25.06.2023.

Selection Process

1. Out of the total applications, a few candidates will be shortlisted for personal interview.
2. Candidate will be selected based on personal interview by Selection Committee.
Interview marks – 100