

**Job Title: Senior Consultant - Human Resources & Business to the Office of
Development Commissioner, MEPZ SEZ**

Number of Positions: 1

Brief about MEPZ:

MEPZ Special Economic Zone, Department of Commerce, Ministry of Commerce & Industries, Government of India invites applications from enterprising, competent and experienced candidates for the position of Special Projects Consultant to the Office of Development Commissioner, MEPZ SEZ, (www.mepz.gov.in). The Government of India set up Madras Export Processing Zone (MEPZ) in the year 1984 as a Multi-Product Zone. Later it was converted into a Special Economic Zone in the year 2003.

MEPZ SEZ is located at Tambaram at 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 people.

Human Resources Consultant to the Office of Development Commissioner, MEPZ SEZ would be responsible for conceptualizing, implementing and monitoring the progress of various Human Resources and People enablement processes & projects driven by MEPZ SEZ.

The right candidate will be able to understand the overall organization structure of MEPZ SEZ including the member organizations to design and deliver HR initiatives that will help in enhancing the capability of people by streamlining processes & get leaders and employees on the same page for a positive employee experience.

Mandatory:

Educational qualification: Master's Degree in Management 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 reputed University. The decision of the Selection Committee regarding the acceptability of such qualification as eligible qualification shall be final.

Profile: Strategic, dynamic and experienced Human Resources and Business profile with strong conceptualization, design, execution, project management and stake holder management skills as the job would entail extensive engagement with stakeholders at various levels. The candidate must have a broad understanding of the latest trends in the HR field, abreast with techniques and digital tools to

deliver impactful outcomes to elevate the overall quality of human resources in line with the vision to make MEPZ SEZ as the best performing SEZ in the country. Demonstrated experience in driving business transformation including Business Process Engineering, Market Intelligence report, growth strategy and optimizing cost to achieve profitable growth. Focused on delivering return of Investment in key business projects.

Mandatory:

Educational qualification: MBA or equivalent from an institution having NIRF ranking up to 100 in Management category as per the latest ranking (excluding studies in distance education mode). 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 65 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 15 years of professional experience in HR field across different industry segments with demonstrated experience in designing, developing and implementing strategic and operational people projects of immense value to business stakeholders. The candidate should also have an in-depth knowledge of HR processes and policies with the experience of working in a leadership role in HR function in large scale industries / Multi-national Companies.

Desirable:

- Proficient in both written and oral communication in English and Tamil.
- International experience to bring diverse people practices, organization planning and cross-cultural management skills.
- Knowledge of contemporary business trends, innovation and & people metrics that can be used to track the progress at different levels.
- Proficient in processing large chunk of information and deriving actionable insights.

Role Description & Responsibilities:

1. **Review & Enhance HR Processes:** Initiate a thorough review of the current HR processes and policies with a view to enhance the overall effectiveness and positive experience of all stake holders.
 - a. **Hiring process:** Review and propose changes that includes competency assessment & documentation to ensure that right candidate is selected and appropriate feedback & communication is done to ensure positive candidate experience.
 - b. **Seamless onboarding:** Propose and help in deploying a seamless onboarding plan for all new entrants. Ensure coordination with different departments to ensure overall effectiveness.
 - c. **Goals Setting and Performance Review:** Propose changes keeping in view of the current guidelines to ensure SMART goals are set at the beginning of the

year and objective assessment is done at the end of the year.

- d. **Talent Review:** Explore the possibility of implementing review of talents based on their potential & performance to ensure specific talent actions are taken for their development.
 - e. **Communication & Engagement:** Review the current process for communication and engagement and propose strategic yet practical changes to impact positive employee experience.
 - f.
 2. **Capability Building & Training:** Aligning with the overall vision of MEPZ SEZ, identify people capability needs at various levels and come up with a gap analysis that will be supported by a clear individual development action plan (IDP) to bridge the gap.
 3. **Diversity, Equity, Belongingness & Inclusivity:** Play a significant role in establishing MEPZ SEZ as an organization that fosters diverse workforce, creating equitable and inclusive policies and procedures.
 - a. Identify the current position and bench mark an acceptable DEI for MEPZ SEZ.
 - b. Help in articulating Leadership level support for DEI initiatives.
 - c. Hosting DEI awareness among MEPZ SEZ and member organizations.
 - d. Establish Unbiased Hiring Practice process to ensure everyone is given a fair chance and final evaluation & selection is done as appropriate.
 - e. Evaluate current status and offer talent development for Under represented employees.
 - f. Offer Talent Development Programs for Under-represented section of employees and where required provide mentorship and sponsorship opportunities.
 - g. Evaluate implementation ERG (Employee Resource Group) to promote DEI across member organizations.
 4. **Culture Building:** Co-create a plan with the leadership team of MEPZ SEZ to drive change and enhance work place culture management with a view to create a high performing organization. Evaluate the possibility of deploying differentiating superior performance through merit awards, sponsorship for leadership courses and external coaching.
 5. **Special Projects:** Lead Special Projects from Human Resources perspective that will help in the overall performance of MEPZ SEZ Such Special Projects will be identified through appropriate HR audits and surveys with a view to identify the root-cause and provide appropriate resolution.
 - a) Act as a SPOC (Single Point of Contact) to drive project progress reviews and to provide regular status updates on mile stones achieved, escalate delays and challenges to Development Commissioner, MEPZ SEZ to facilitate appropriate resolution as required.
 - b) Leverage digital tools for effective communication to all stake holders and to ensure there is a live dashboard indicating the progress of the special projects at different

stages and aid in decision making.

- c) Present a yearly budget for special projects for approval and prudently manage resources within those budget guidelines.

6. **Business Process & Cost** - Demonstrated experience in driving business transformation including Business Process Engineering, Market Intelligence report, growth strategy and optimizing cost to achieve profitable growth.
7. **Return on Investment** - Deployed operational excellence projects to ensure return on investment within stipulated time frame.
8. **Continuous Improvement:** Keep track of the best practices in the industry and changing dynamics and landscape of the industry and provide regular updates to the leadership team of the Office of the Development Commissioner, MEPZ SEZ.

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 Rs. 2,65,000/- per month shall be offered to the selected Senior Consultant based on their past experience, previous pay, etc.

Application process:

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

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.