

**Job Title:** Junior Consultant

**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.

Marketing Consultant to the Office of Development Commissioner, MEPZ SEZ would be responsible for monitoring and driving progress across various marketing and promotion activities driven by MEPZ SEZ, collating content which will be used in brochures, mailers, social media etc.

**Mandatory:**

**Educational qualification:**

Graduate / Full time MBA / Two years Post Graduate Diploma in Management 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.

**Requisite Skills**

The candidate should have strong HR, project management, facilitation and data collation skills. Candidates should be energetic and dynamic as the job profile would entail long working hours, extensive interactions with various stakeholders, high quality output in a limited time. The candidate should be result-oriented.

**Desirable:**

- Proficient in both written and oral communication in English and Tamil.
- Proficient in project management skills.

## Job Description

This role focuses on supporting the implementation and execution of Diversity, Equity, Inclusion, Belonging, and Intersectionality (DEIBi) initiatives, as well as various people and business change management strategic initiative across MEPZ TAP Region. The Junior HR Consultant will work closely with the Leadership Team of MEPZ and collaborate with various stakeholders internal and external stakeholder including business units, developers, government bodies.

### Key Responsibilities:

- **DEIBi Program Support:**
  - Assist in gathering data through surveys, interviews, and focus groups related to DE&I practices in organizations, with a specific focus on the Indian context.
  - Clean, organize, and analyze qualitative and quantitative data using statistical software (like SPSS, R).
  - Prepare reports and visualizations to effectively communicate research findings.
- **Data Analysis & Reporting:**
  - Collecting and analyzing data related to DEIBi and change management initiatives.
  - Preparing reports and presentations to communicate findings and recommendations.
- **DEIBi Awards Program**
  - Assist in the rollout of the DEIBi Awards program, a recognition initiative to celebrate organizations demonstrating exceptional DE&I practices based on our DEIBi survey on process and outcome metrics.
  - Participate in the selection process for award nominees, following established criteria.
  - Prepare award nomination packages and liaise with potential nominees and be part of the overall awards ceremony as the program manager.
- **Dissemination and Outreach through Facilitation Centers:**
  - Assist in preparing presentations and reports on the DEIBi Index for various stakeholders and support in developing resources at Facilitation Centers.
  - Assist in creating content for the facilitation centers and equip them to address the gaps of various business units.
  - Contribute to the development of outreach materials to promote the DEIBi Index to potential users in India.
  - Attend relevant conferences and workshops (when possible) to present research findings and network with other DE&I professionals.
- **Change Management Support:**
  - Assisting in the development and implementation of change management plans for various strategic initiatives.
  - Supporting communication and engagement activities related to change initiatives.
  - Identifying potential resistance to change and developing strategies to address it.
  - Tracking the progress of change initiatives and reporting on their effectiveness.
  - Supporting the development of training materials and resources related to change management.

- **Project Initiatives**
  - Assisting in projects and initiatives.
  - Tracking the project milestone, review progress and communicate to all stakeholders.
- **Collaboration & Communication:**
  - Collaborating with various stakeholders across the organization to ensure the success of DEIBi and change management initiatives.
  - Communicating effectively with employees and other stakeholders.
- **Core Competencies**
  - Analytical Skills: Possess a strong ability to collect, organize, analyze, and interpret data, with a focus on drawing meaningful insights.
  - Communication Skills: Demonstrate excellent written and spoken communication skills, with the ability to effectively communicate complex research findings to diverse audiences.
  - Attention to Detail: Maintain a meticulous approach to research tasks, ensuring accuracy and adherence to research protocols.
  - Teamwork: Collaborate effectively with team members to achieve common goals.
  - Time Management: Manage time effectively to meet deadlines and deliver high-quality work.
  - Learning Agility: Demonstrate a commitment to continuous learning and a willingness to adapt to new research methods and technologies.

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

The Junior Consultant shall be appointed on a contractual basis for a period of one year extendable up to a maximum of three years with approval of competent authority. A gross monthly remuneration of Rs. 50,000/- per month shall be offered to the selected Junior Consultant based on their past experience, previous pay, etc.

#### **Application process**

Candidates have to submit their resumes to email id (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.