

## Job Descriptions- Policy and Research

### Job Title: Deputy Director/Assistant Director - Policy and Research

Deputy Director/Assistant Director in Policy and Research in Services Export Promotion Council (SEPC) would be responsible for assisting with various policy development and research tasks, under the guidance and supervision of DG/senior staff. This role is designed to prepare the trainee for future leadership positions within the organization.

### Responsibilities: -

1. **Policy Development and Strategy:** Assist in formulating and executing strategic plans to enhance service export promotion. Keep track of global trends and suggest relevant policies.
2. **Research:** Conduct comprehensive research on local and international markets, analyzing trends, opportunities, and threats that could impact the service export sector. Develop research reports and recommendations based on findings.
3. **Policy Advocacy:** Advocate for policy change and interventions based on research findings to relevant stakeholders including governmental bodies, industry associations, and service providers.
4. **Stakeholder Management:** Collaborate with industry partners, government agencies, and other relevant stakeholders. Attend meetings and participate in working groups to represent the organization's interests and provide insights.
5. **Program Development and Management:** Develop and manage programs designed to enhance service exports. This may include training programs, workshops, and other initiatives.
6. **Communication:** Effectively communicate research findings, policy proposals, and strategies to a variety of audiences, including senior management, government officials, and the public.

### Qualifications & Experience:

1. A Master's Degree/ Post Graduate Diploma in public policy, economics, international relations, or a related field is required.
2. Experience in policy development and research, preferably in service exports or a related area.
3. Strong understanding of international trade dynamics and the service sector.
4. Excellent analytical, problem-solving, and decision-making skills.
5. Strong written and oral communication skills.
6. Demonstrated ability to work effectively with a variety of stakeholders, including government officials and industry partners.
7. Experience of Deputy Director: Over 9 years' experience out of which at least 4 years in Industry/Trade Promotion bodies/EPCs Knowledge of Foreign Trade Policy, Exposure in Proposal (like MAI etc) submissions to Ministries.
8. Experience of Assistant Director: Over 4 years' experience in Industry/Trade Promotion bodies/EPCs Knowledge of Foreign Trade Policy, Exposure in Proposal (like MAI etc) submissions to Ministries.



SERVICES EXPORT PROMOTION COUNCIL  
(Set up by Ministry of Commerce and Industry, Government of India)  
[www.servicesepec.org](http://www.servicesepec.org)

### ANNEXURE A

#### APPLICATION FOR THE POST OF \_\_\_\_\_



1. Name in full (In Block letters) : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Age as on 01.06.2023 : \_\_\_\_years \_\_\_\_months \_\_\_\_days

4. Correspondence

Address : \_\_\_\_\_  
(In Block letters)

\_\_\_\_\_

\_\_\_\_\_

5. Contact No; Mobile : \_\_\_\_\_

Telephone : (O) \_\_\_\_\_ (R) \_\_\_\_\_

Email : \_\_\_\_\_

6. Qualifications (Academic & Professional) : Starting from class 10<sup>th</sup> onwards

Exam passed	Year of passing	Name of the Inst/University	Max marks	Marks obtained	% of marks

7. Total work experience: \_\_\_\_years \_\_\_\_months



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8. Experience Details (**Post qualification only**)

Name & address of employer	Post held	From	To	Pay scale & Gross emoluments	Brief Job Description

9. Please give two References (Name, Address and Contact no.)

	Reference 1	Reference 2
Name		
Contact no.		
Address		

**Declaration to be signed by the Candidate**

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed there from. I also certify that no criminal proceeding is pending against me before any Court of law. If any particular mentioned by me is found false or incorrect at any stage, then my services shall be liable to be terminated without any notice.

\_\_\_\_\_  
Signature of the Candidate

Place:

Date:

**NOTE:**

- i. **Incomplete applications shall be summarily rejected.**
- ii. **Applications sent by post or in person shall not be entertained.**

### APPLICATION FOR THE POST OF

- **Demonstrate your work experience relevant to your job description:**

1. Research, Analysis and reporting on bilateral trade, supporting the formulation of policies to promote services trade

2. Identification of and suggest remedial measures against existing or emerging trade barriers in potential markets for Indian service exporters.

3. Regular analysis and reporting of data and statistics on the Services sector.

4. Designing and managing local advocacy campaigns/workshops and conferences.

5. Knowledge of the International Trading frameworks and institutions as well as Indian government systems.

6. Any other relevant information

**Note: It is not necessary to fill each column. Please fill in only those columns where you have actual experience**