



## **Job Title: Export Development Officer**

The Export Development Officer in the Services Export Promotion Council (SEPC) is primarily responsible for facilitating and promoting the growth of services exports. This involves developing and implementing strategies, liaising with key stakeholders, and providing exporters with the support and information they need to succeed in international markets.

### **Responsibilities:**

1. **Export Strategy Development:** Develop and implement strategies to promote and facilitate the growth of service exports. This may involve identifying key markets and sectors for expansion, developing promotional initiatives, and facilitating access to these markets.
2. **Exporter Support:** Provide support to service exporters, helping them to understand and navigate international markets. This may involve providing information on market trends, trade regulations, and opportunities, as well as facilitating connections with overseas partners.
3. **Stakeholder Engagement:** Engage with a range of stakeholders, including exporters, industry associations, government bodies, and international partners. Build relationships and collaborate on initiatives to promote service exports.
4. **Training and Education:** Develop and deliver training programs, workshops, and resources to educate exporters on how to succeed in international markets.
5. **Market Research:** Conduct research on international market trends, trade regulations, and opportunities. Use this information to inform strategy development and exporter support.
6. **Reporting:** Prepare regular reports on export performance, market trends, and progress towards strategic objectives.

### **Qualifications & Experience:**

1. MBA/ Bachelor's degree in business, international relations, economics, or a related field.
2. Experience in international trade, business development, or a related role.
3. Strong understanding of international trade dynamics and the service sector.
4. Excellent communication and interpersonal skills, with the ability to build relationships with a range of stakeholders.
5. Strong analytical skills and the ability to understand and interpret market trends.
6. Proficiency in using various research and business software tools.
7. At least 6 years in Industry/Trade Promotion bodies/EPCs Knowledge of Foreign Trade Policy, Exposure in Proposal (like MAI etc) submissions to Ministries

**Note:** This job description is a broad overview and the exact duties and requirements can vary depending on the specific needs of the Services Export Promotion Council.



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



Passport size  
Photograph

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**