

## **Job Title: Senior Executive Officer /Executive Officers- Entertainment/ Tourism/ Healthcare/ Education/ Financial Services**

The Senior Executive Officer /Executive Officer in the Services Export Promotion Council (SEPC) is responsible for promoting the export of respective services, liaising with key stakeholders, and providing assistance and support to service exporters. The Executive Officer is also responsible for understanding market trends, international trade regulations, and challenges in the global services industry.

### **Responsibilities: -**

1. **Sector Promotion:** Develop and implement strategies to promote the export of services, working closely with stakeholders in the entertainment industry.
2. **Stakeholder Management:** Liaise with key stakeholders including service providers, government bodies, and international partners. Build relationships and facilitate connections that can enhance service exports.
3. **Market Research:** Conduct market research to understand trends, opportunities, and challenges in the global services industry. Provide information and advice to exporters based on research findings.
4. **Workshop and Seminars:** Organizing work shop & seminars on regular basis.
5. **Policy Advocacy:** Understand and advocate for policies that can enhance the export of services. This may involve liaising with government bodies and industry associations.
6. **Program Management:** Develop and manage programs designed to support service exporters. This could include training programs, networking events, and trade missions.
7. **Reporting:** Prepare regular reports on the state of the entertainment sector, export performance, and progress towards objectives.

### **Qualifications & Experience**

1. A Bachelor's degree in business, marketing, international relations, or a related field. A background in respective sector would be beneficial.
2. Experience in the respective services sector, international trade, or a similar role.
3. Strong understanding of the sector and international trade dynamics.
4. Excellent communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders.
5. Strong analytical skills and the ability to understand and interpret market trends.
6. Proficient in using various software tools for research, analysis, and reporting.
7. Experience of Senior Executive Officer: - 2+ Experience with at least 1 years in Industry/Trade Promotion bodies/EPCs Knowledge of Foreign Trade Policy, Exposure in Proposal (like MAI etc) submissions to Ministries.
8. Experience of Executive Officer: Freshers may also apply.

**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

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**