

INDO-ESTONIA BUSINESS COUNCIL

BRIDGING ECONOMIES · BUILDING FUTURES

JOB DESCRIPTION

Manager - Strategic Initiatives & Projects (India)

Organization: Indo-Estonia Business Council (IEBC)

Department: Strategy, Partnerships & Special Projects

Reports To: Board Member & Executive Director - Strategy, Operations & Growth

Location: In-Office (India)

Employment Type: Full-Time

About IEBC

The Indo-Estonia Business Council (IEBC) is a bilateral institutional platform established to strengthen trade, innovation, education, entrepreneurship, technology collaboration and long term economic cooperation between India and Estonia.

IEBC works with government agencies, academic institutions, industry bodies, startups, businesses and development partners to create sustainable opportunities that advance bilateral engagement.

The Council operates under the principles of:

- Purpose driven governance
- Integrity
- Transparency in decision making
- Evidence based policy formulation
- Operational accountability
- Knowledge exchange
- Ethical representation
- Cross-border coordination

Role Purpose

The Manager - Strategic Initiatives & Projects will be responsible for conceptualizing, coordinating and executing strategic projects that support IEBC's institutional objectives in India and Estonia.

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This is a high ownership role focused on programme development, stakeholder coordination, project execution and partnership management.

The position will work closely with government agencies, universities, industry partners, entrepreneurs, investors and international stakeholders to ensure successful delivery of IEBC initiatives and long-term institutional impact. This job requires frequent travel between India and Estonia.

The role involves periodic domestic and international travel, including travel between India and Estonia, based on organisational requirements.

Core Responsibilities

1) Strategic Project Development

- Conceptualize and develop strategic initiatives aligned with IEBC's mission and priorities.
- Prepare concept notes, project proposals, implementation plans and partnership frameworks.
- Identify emerging opportunities in trade, innovation, education, entrepreneurship and technology cooperation.
- Support development of new programmes, platforms and institutional partnerships.

2) Project Management & Execution

- Lead planning and implementation of approved projects and special initiatives.
- Develop project timelines, milestones, budgets and reporting frameworks.
- Coordinate internal teams, consultants and external stakeholders.
- Ensure projects are delivered on time, within scope and according to agreed objectives.
- Monitor project performance and prepare progress reports for leadership.

3) Stakeholder & Partnership Engagement

- Build and maintain relationships with government agencies, universities, industry associations, startups, corporations and development organizations.
- Facilitate engagement between Indian and Estonian stakeholders.
- Support negotiation and implementation of strategic partnerships and collaborative initiatives.



- Coordinate stakeholder consultations, meetings and project review sessions.

4) Delegations, Events & Institutional Programmes

- Support planning and execution of business delegations, academic exchanges and institutional visits.
- Coordinate conferences, roundtables, workshops, training programmes and bilateral forums.
- Liaise with speakers, partners, sponsors and participating organizations.
- Ensure professional representation of IEBC across all engagements.

5) Research, Strategy & Reporting

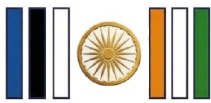
- Conduct research on policy developments, industry trends and bilateral opportunities.
- Prepare briefing notes, strategic reports and stakeholder presentations.
- Track project outcomes and institutional impact indicators.
- Support leadership in strategic planning and decision making processes.

6) Governance & Operational Compliance

- Maintain project documentation and institutional records.
- Ensure compliance with IEBC governance standards and reporting requirements.
- Support preparation of MoUs, partnership agreements and project documentation in coordination with relevant departments.
- Uphold confidentiality and ethical conduct in all institutional engagements.

Performance Metrics (Year-1)

- Strategic projects successfully launched and completed
- Partnership and collaboration outcomes achieved
- Timely project delivery against approved plans
- Stakeholder engagement and retention



- Quality of reporting and documentation
- Institutional impact and programme outcomes
- Compliance with governance and operational standards

Candidate Profile - Ideal Alignment

Educational Qualifications

- Bachelor's or Master's degree in:
 - Business Administration
 - Public Policy
 - International Relations
 - Engineering
 - Management
 - Commerce
 - English/ Literature
 - Journalism & Communications
 - Social Sciences

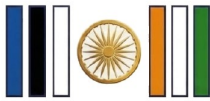
Bachelor's from Indian Institute of Technology (IIT) and an MBA from a premier institute would be desirable.

Professional Experience

- 12-15 years of experience in project management, partnerships, strategy, programme management or institutional development.
- Professional certifications in Project Management (PMP, PRINCE2, Agile, etc.) would be an advantage.
- Experience working with government bodies, educational institutions, industry associations or international organizations preferred.
- Strong project planning and execution capabilities.
- Ability to manage multiple initiatives simultaneously.

Partnership & Stakeholder Management

- Experience engaging senior stakeholders across public and private sectors.



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- Strong relationship building and coordination skills.
- Ability to work effectively in multicultural and cross border environments.

Research & Communication Skills

- Excellent drafting and presentation abilities.
- Experience preparing concept notes, proposals, reports and strategic documents.
- Strong analytical and problem solving skills.

Ethical & Professional Standards

- High level of integrity and professionalism.
- Respect for confidentiality and institutional governance.
- Commitment to transparency and accountability.

Behavioural Attributes

- Strategic thinker with execution capability
- Highly organized and detail-oriented
- Strong interpersonal and communication skills
- Proactive and solution-oriented
- Comfortable working in dynamic environments
- Ability to work independently with minimal supervision

Compensation Structure

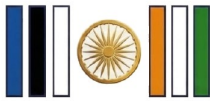
- Competitive remuneration based on experience and qualifications
- Performance review after six months
- 3-month probation period
- Performance-linked growth opportunities

Ethical Commitment Requirement

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The candidate must adhere to:

- IEBC Code of Conduct
- Governance and reporting standards
- Conflict-of-interest disclosure requirements
- Responsible use of institutional resources and information
- Principles of transparency, accountability and ethical engagement

Interested applicants are invited to submit their applications to: hr@iebc.ee



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