

INDO-ESTONIA BUSINESS COUNCIL

BRIDGING ECONOMIES · BUILDING FUTURES

IEBC - Countries & Cities of Representation

International

Denmark | Finland | Iceland | Norway | Sweden | Latvia | Lithuania | Belgium | Switzerland | Germany | United Kingdom | France | Spain | United States of America | Canada | Bangladesh | Nepal | Sri Lanka | Bhutan | Maldives | China | Japan | South Korea | Taiwan | Indonesia | Malaysia | Philippines | Singapore | Thailand | Vietnam | Australia | Fiji | New Zealand | Argentina | Brazil | Chile | Colombia | Peru

India

Mumbai | Bengaluru | Hyderabad | Ahmedabad | Indore | Kolkata | Shillong | Kerala

Job Description

Honorary Resident Representative (Country/Region)

Indo-Estonia Business Council (IEBC)

Position Nature

The Honorary Resident Representative (Country/Region) is a distinguished voluntary appointment made by the Indo-Estonia Business Council (IEBC) to strengthen bilateral engagement between India, Estonia and the designated country or region.

This is a non-employment, honorary position. The Representative acts as a trusted local facilitator and strategic point of contact to support IEBC's mission, objectives, programmes, partnerships and international outreach.

The Honorary Resident Representative (Country/Region) may be required or invited to undertake periodic domestic and/or international travel, including travel to and between India, Estonia and the country of representation, as may be necessary to support IEBC's programmes, meetings, delegations, events and other organisational activities.

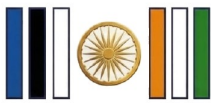
Purpose of the Role

To represent IEBC within the designated country by promoting opportunities for cooperation in trade, investment, innovation, technology, education, entrepreneurship, research, culture,

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public policy and institutional partnerships that contribute to the shared interests of India, Estonia and the country of representation.

Key Responsibilities

The Honorary Resident Representative (Country/Region) shall endeavour to:

- Promote IEBC's vision, objectives and programmes within the assigned country.
- Facilitate meaningful introductions and strategic connections with government agencies, businesses, universities, research institutions, industry associations, investors, startups, think tanks and other relevant organisations.
- Identify opportunities for bilateral or trilateral cooperation aligned with IEBC's mission.
- Assist in organising meetings, delegations, conferences, webinars, networking events and business missions.
- Encourage participation in IEBC initiatives, programmes and membership.
- Provide strategic insights regarding local economic, business, innovation and policy developments relevant to India and Estonia.
- Support IEBC in identifying collaborative projects, funding opportunities and institutional partnerships.
- Facilitate constructive dialogue that advances mutual interests between India, Estonia and the country represented.
- Promote IEBC's reputation and goodwill while maintaining high standards of professionalism and integrity.
- Assist IEBC, whenever reasonably possible, in opening doors to international organisations, policy forums and influential institutions where IEBC's participation would advance its mission.

Eligibility

Applicants should preferably possess one or more of the following:

- Established professional standing within the assigned country/region.
- Experience in business, diplomacy, academia, public policy, law, international relations, innovation, entrepreneurship or related sectors.

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- Strong professional network.
- Commitment to strengthening international cooperation.
- Excellent communication and relationship building skills.
- Good understanding of international business and cross-border collaboration.

Appointment

- Appointment shall be made by the Management Board of IEBC.
- The appointment relates to one designated country or city.
- The appointment shall be for an initial term of three (3) years, renewable at the discretion of IEBC. The Representative's appointment and performance shall be subject to periodic review, ordinarily conducted every one (1) year.
- The appointment may be renewed based on mutual consent and continued contribution.

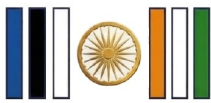
Nature of Appointment

- Honorary and voluntary.
- Does not constitute employment, agency, partnership or any legal authority to bind IEBC.
- Representatives may receive certificates, letters of appreciation, recognition on IEBC platforms, invitations to official events, reimbursement of pre-approved expenses and such honoraria, consultancy fee, commissions, performance based incentives or other benefits as may be approved by IEBC from time to time, subject to the nature and value of their contributions and the applicable policies of IEBC.

Scope of Authority

Subject to IEBC's policies and directions, the Honorary Resident Representative (Country/Region) may:

- represent IEBC at meetings, conferences, seminars and networking events
- engage with governments, businesses, universities, industry associations, investors and other stakeholders
- facilitate discussions and negotiations on behalf of IEBC



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- identify opportunities for partnerships, collaborations, sponsorships and investments
- assist in developing proposals, memoranda of understanding and other collaborative initiatives
- perform such additional responsibilities as may be assigned by IEBC from time to time.

Limitations of Authority

Honorary Resident Representatives (Country/Region) shall not, unless specifically authorised in writing by IEBC:

- enter into or execute contracts, agreements, memoranda of understanding or other legally binding instruments on behalf of IEBC
- make financial commitments or incur liabilities on behalf of IEBC
- issue official statements or policy positions in the name of IEBC
- represent personal views as those of IEBC
- use IEBC's name, logo or branding for commercial purposes, all without prior written approval.

Code of Conduct

Representatives are expected to:

- Uphold the values and reputation of IEBC.
- Maintain confidentiality of non-public information.
- Avoid conflicts of interest and disclose any actual or potential conflicts.
- Conduct themselves with integrity, professionalism and impartiality.
- Comply with applicable laws and ethical standards.

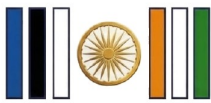
Reporting

The Honorary Resident Representative (Country/Region) shall maintain reasonable communication with IEBC and provide periodic updates regarding activities, opportunities, partnerships and developments relevant to IEBC's objectives.

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Performance Expectations

While the role is honorary and flexible, Representatives are encouraged to contribute through meaningful outcomes such as:

- Strategic partnerships established.
- Institutional introductions facilitated.
- Events or delegations supported.
- New membership referrals.
- Collaboration opportunities identified.
- Government or policy engagement facilitated.
- International visibility created for IEBC.

Benefits of Association

Representatives shall have the opportunity to:

- Be formally recognised as an Honorary Resident Representative (Country/Region) of IEBC.
- Expand international professional networks.
- Contribute to India-Estonia and broader international cooperation.
- Participate in IEBC meetings, programmes and global initiatives.
- Receive recognition for significant contributions to IEBC's mission.

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

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