

INDO-ESTONIA BUSINESS COUNCIL

BRIDGING ECONOMIES · BUILDING FUTURES

JOB DESCRIPTION

Trade Commissioner (India / Estonia)

Organisation: Indo-Estonia Business Council (IEBC)

Department: Trade, Investment & Bilateral Relations

Reports To: Board Member & Executive Director(s)

Location:

- Delhi, India (1 Position)
- Tallinn, Estonia (1 Position)

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.

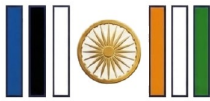
The Council operates under the principles of:

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

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Role Purpose

The Trade Commissioner will serve as IEBC's principal representative for advancing bilateral trade, investment and institutional cooperation between India and Estonia. The role is responsible for facilitating strategic partnerships, supporting businesses seeking market entry, promoting bilateral investment opportunities and strengthening relationships with government agencies, industry associations, diplomatic missions and other key stakeholders.

The position requires strategic engagement with public and private sector institutions to identify opportunities, resolve market access challenges and support the implementation of IEBC's long term institutional objectives.

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

Core Responsibilities

1. Trade Promotion & Market Development

- Promote bilateral trade and investment opportunities between India and Estonia.
- Identify emerging business sectors and market opportunities for institutional engagement.
- Support companies exploring market entry, expansion and cross-border partnerships.
- Facilitate business matchmaking and commercial collaborations.

2. Government & Institutional Relations

- Develop and maintain strong relationships with government ministries, regulatory authorities, diplomatic missions, trade promotion organisations and public institutions.
- Represent IEBC before relevant public and private sector stakeholders.
- Support institutional dialogue that advances bilateral economic cooperation.
- Coordinate with relevant authorities on matters affecting trade and investment.

3. Business Development & Partnerships

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- Build relationships with corporations, SMEs, startups, investors and industry associations.
- Identify opportunities for institutional partnerships and collaborative initiatives.
- Facilitate Memorandum of Understanding (MoUs) and strategic cooperation agreements.
- Support expansion of IEBC's institutional network.

4. Trade Delegations & Bilateral Programmes

- Plan and coordinate trade delegations, business missions and investment roadshows.
- Support organisation of conferences, roundtables, seminars and networking events.
- Coordinate institutional visits involving government officials, business leaders and academic institutions.
- Ensure professional representation of IEBC at all engagements.

5. Research, Policy & Market Intelligence

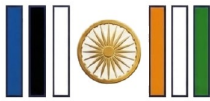
- Monitor developments affecting bilateral trade and investment.
- Prepare sectoral analyses, market intelligence reports and policy briefs.
- Identify regulatory developments and emerging commercial opportunities.
- Provide strategic recommendations to IEBC leadership.

6. Investor & Business Facilitation

- Assist businesses in understanding regulatory and commercial environments.
- Facilitate engagement with relevant government agencies and institutional partners.
- Support investment enquiries and cross-border business initiatives.
- Promote IEBC services among potential stakeholders.

7. Governance & Institutional Compliance

- Maintain accurate documentation relating to institutional engagements.
- Ensure compliance with IEBC governance policies and reporting requirements.
- Prepare reports on stakeholder engagement and programme outcomes.



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- Uphold confidentiality and ethical standards in all institutional interactions.

Performance Metrics (Year-1)

- Growth in bilateral trade and investment engagements facilitated.
- Strategic institutional partnerships established.
- Successful execution of trade delegations and bilateral programmes.
- Quality and effectiveness of stakeholder engagement.
- Business development outcomes achieved.
- Timely preparation of reports and institutional documentation.
- Compliance with governance and organisational standards.

Candidate Profile - Ideal Alignment

Educational Qualifications

Bachelor's or Master's degree in one or more of the following disciplines:

- International Business
- International Trade
- Business Administration
- International Relations
- Economics
- Public Policy
- Commerce
- Management

An MBA or postgraduate qualification in International Business, Trade, Economics or Public Policy would be advantageous.

Professional Experience

- Minimum 20 years of relevant experience in international trade, investment promotion, business development, diplomacy, institutional partnerships or economic cooperation.

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- Demonstrated experience representing organisations before senior public and private sector stakeholders.
- Experience in trade facilitation, investment promotion or cross-border commercial engagement.
- Experience working with multinational corporations, government agencies or international organisations would be advantageous.

Experience with any of the following organisations would be highly desirable:

- Embassies
- High Commissions
- Trade Councils
- Bilateral Chambers of Commerce
- Consulting firms
- International organisations
- Investment promotion agencies
- Export promotion organisations

Trade & Institutional Competencies

- Bilateral trade promotion
- Investment facilitation
- Stakeholder engagement
- Business development
- Government relations
- Market intelligence
- Strategic partnerships
- Cross-border commercial negotiations
- Policy analysis
- Institutional representation

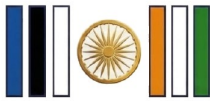
Leadership & Stakeholder Management

- Excellent relationship building and networking capabilities.

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- Ability to engage senior government officials and business leaders.
- Strong negotiation and communication skills.
- Experience working in multicultural and international environments.
- Ability to represent IEBC with professionalism and diplomacy.

Ethical & Professional Standards

- Highest standards of integrity and professionalism.
- Commitment to transparency, accountability and institutional governance.
- Respect for confidentiality.
- Independent judgement and ethical decision making.

Behavioural Attributes

- Strategic thinker with strong execution capability.
- Commercially aware and relationship oriented.
- Excellent interpersonal and communication skills.
- Proactive and solution oriented.
- Highly organised and detail oriented.
- Comfortable working in dynamic international environments.
- Ability to work independently with minimal supervision.

Compensation Structure

- Competitive remuneration commensurate with qualifications, relevant experience and demonstrated capabilities.
- Performance review after six months.
- Three month probation period.
- Performance-linked growth opportunities.

Ethical Commitment Requirement

The successful candidate must adhere to:

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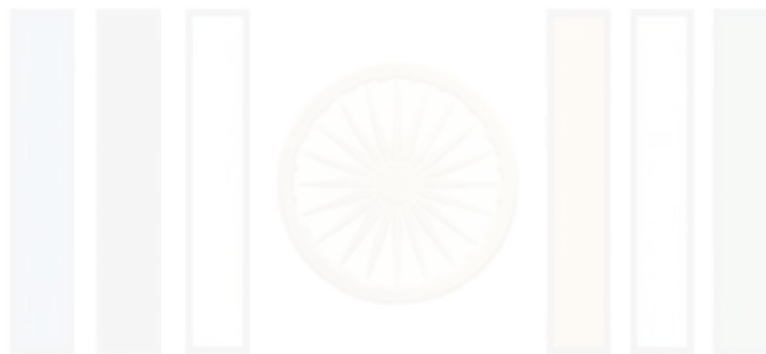


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- IEBC Code of Conduct.
 - Governance and reporting standards.
 - Conflict-of-interest disclosure requirements.
 - Responsible use of institutional resources and information.
 - Principles of transparency, accountability and ethical engagement.

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



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