

## **JOB PROFILE (for recruitment purposes only)**

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### **A. BASIC DATA**

Position Title : Trade and Investment Officer  
Post : C.G. Mumbai  
Function Group : 7

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### **B. TASKS AND EXPECTED RESULTS**

#### **Definition of tasks:**

Main tasks are: to help Dutch companies to find business in India, and to inform Indian companies about the opportunities of trading with and investing in the Netherlands.

The trade and investment officer is responsible for the following key tasks:

- Assist Dutch companies in finding business partners in India.
- Assist Indian companies by providing business contacts in NL.
- Organising of programmes for incoming Dutch trade missions to India.
- Preparation of sectorial reports.
- Organising seminars and trade fairs.
- Liaise with branch organisations and chambers of commerce

#### **Expected results:**

- Good contacts with a wide network
- Meticulous planning and organisation of missions, seminars & orientation tours
- Timely delivery of well executed market scans
- Well organised meetings and timely-written minutes

In general: given the limited size of the consulate in terms of staff, the trade and investment officer stands ready to replace any colleague in the consulate, in any field at any time.

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### **C. WORKING ENVIRONMENT**

Main focus is Maharashtra, but other areas of interest are Goa and Madhya Pradesh  
Good and effective commercial relations are of the essence. The consulate operates as one commercial and economic team: two trade and investment officers, one Netherlands Foreign Investment officer and one agricultural officer, as well as the consul general and the consul.

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## D. JOB REQUIREMENTS

- Higher education on a graduate level or beyond.
- Working knowledge of relevant computer systems.
- Fluency in English and Hindi, both written and spoken.
- Knowledge of Marathi and Dutch languages would be an asset.
- Good communication skills, both written and spoken.
- General knowledge of the Indian economy and industrial sectors.
- Excellent ability to network.
- High integrity profile.
- Proactive work attitude.
- Understanding of basic economic principles
- Analytical skills

### General:

- Replace the other Trade and Investment officer during his/her absence.
- The trade and investment officer will work as a direct colleague with the other trade and investment officer. The consul general will formally annually assess the performance of the trade and investment officers, also based on the input of his/her colleagues.