



INDIA PROJECT COORDINATOR – GLOBAL ALLIANCE FOR TRADE FACILITATION

POSITION DESCRIPTION

ICC India is looking for an ambitious and energetic project coordinator to join its team working as part of the Global Alliance for Trade Facilitation (the Alliance). This is an opportunity to be part of an exciting international development initiative working to make trade across borders simpler, faster and more cost-effective, creating new business opportunities, enabling greater economic and social development and reducing poverty.

About the ICC and the Alliance

The International Chamber of Commerce (ICC) is the world's largest business organization with a network of over 45 million members in more than 100 countries. We work to promote international trade, responsible business conduct and a global approach to regulation through a unique mix of advocacy and standard setting activities—together with market-leading dispute resolution services. Our members include many of the world's largest companies, SMEs, business associations and local chambers of commerce.

The ICC is one of the lead organisations of the Global Alliance for Trade Facilitation, a public-private partnership for trade-led growth. Alongside the World Economic Forum (the Forum), the Center for International Private Enterprise (CIPE) and in cooperation with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), we are redefining the way trade facilitation reforms are implemented. The Alliance brings together governments and businesses as equal partners to identify trade facilitation issues such as customs delays and unnecessary red-tape at borders, and design and implement targeted reforms that deliver commercially quantifiable results.

The Alliance's work is designed to help governments in developing and least developed countries implement the World Trade Organization's Trade Facilitation Agreement. The Alliance is currently implementing projects in Brazil, Colombia, Ghana, Kenya, Morocco, Sri Lanka, Vietnam and Zambia, and developing further projects in Argentina, Dominican Republic, India and Nigeria among others.

The Alliance is supported by the governments of the United States, Canada, the United Kingdom, Australia, Germany and Denmark, and works with private sector partners from small and medium-sized enterprises (SMEs) to the world's largest multinationals such as DHL, FCA Group, Maersk, UPS and Walmart.

- Position:** India Project Coordinator, Global Alliance for Trade Facilitation
- Based in:** Delhi but you will be part of the Alliance's team spread throughout the world.
- Reports To:** ICC India Executive Director and will liaise closely with the Alliance India Project Manager.
- Summary:** The India Project Coordinator is responsible for providing project and administrative support for the development and implementation of a Global Alliance for Trade Facilitation project in India.

Responsibilities:

- Track project team deadlines, deliverables, and follow-ups. Maintain awareness of project team activities and commitments to ensure different work elements align with one another and fill various gaps when other team members are traveling or unavailable.



- Serve as quick and responsive contact point with international partners, Alliance host organizations, companies, and in-country stakeholders, handling tasks as appropriate or passing inquiries along to relevant team members.
- Write, compile, and/or assist with narrative and financial reports, proposals, contracts and budgets, and conduct background research as needed.
- Develop and maintain contacts at companies interested in working with the Alliance.
- Organise and facilitate events, activities and meeting logistics.
- Create and maintain program, financial, correspondence, and contract files, both in paper form and electronically.
- Adhere to appropriate office procedures, code of conduct, organization policies and procedures.

Qualifications:

- Bachelor's degree or equivalent required. Candidates with degrees related to international trade, especially connected to logistics or development will be closely considered.
- At least two years of administrative office experience, particularly in supporting significant international programs.
- Strong writing and editing skills, particularly in the areas of synthesizing information and tailoring the presentation of sensitive information to different audiences.
- Ability to handle multiple, detail-oriented tasks simultaneously and produce professional work product with limited supervision.
- Demonstrates considerable personal initiative and a strong analytical mindset.
- Strong organizational, interpersonal and communication skills in English; team orientation.
- Computer skills, proficiency in MS-Office, specifically Word, Excel, PowerPoint, and Outlook. Internet research skills are highly desired.
- Fluency in written and verbal English.
- Foreign language skills preferred but not required.

To apply for this exciting opportunity, please send your curriculum vitae and a cover letter by email to imran.khan@iccindiaonline.org, with the subject **GATFPC – [Your last name]**. No phone calls please.

Closing date for applications: **12 April 2019**