

Post: Dy. Manager/Asstt. Manager – Corporate Affairs

Nature of Job	3 years Fixed Term Employment. Can be considered for extension or regular employment subject to performance evaluation.
Employment Terms & Remuneration	Dy. Manager: Scale (Rs.): 47,600-1,51,100* Asstt. Manager: Scale (Rs.): 44,900-1,42,400* All other benefits would be as per SCOPE Policy and Rules. *(CDA Pattern)
Position	The position offered can be at grades higher or lower on the basis of qualification, experience and suitability of the candidate.
Qualification	Post Graduate preferably in Management/ Economics(Full Time from reputed and recognised Institute)
Experience	6+ years for Dy. Manager & 4+ years for Asstt. Manager in Corporate Affairs or a similar role.

Job Context

In close conjunction with senior executives and other associates of the organization, incumbent will be the part of teams to define and deliver the corporate affairs strategies for SCOPE. S/he will be accountable for corporate affairs, positioning SCOPE as a thought leader and will liaison with member organizations.

Selected person shall be assisting the senior executives for managing relationships with key stakeholders, PSEs, Govt. as well as media to ensure SCOPE's presence as strategic partner of choice in promoting excellence and ensuring SCOPE's communications consistent and aligned to SCOPE's objectives and strategies.

Job Description:

- To provide assistance to the top management on policy, strategies, organisational and regulatory matters.
- A proven background in delivering results with a high level of expertise in corporate affairs, along with a strong level of political awareness.
- Assist organizations in Corporate Affairs matters by receiving letters/communications from members on various challenges and to resolve the same.
- Ensure Director General Speeches, articles, thought leadership content and activities are coordinated & aligned with the SCOPE's strategic objectives.
- Strengthen membership at SCOPE by on-boarding new members and retaining existing members.
- To coordinate and network for better stakeholder engagement, to develop and maintain trusted partnerships.
- S/he will also be involved in designing, organizing and execution of programs, conferences and summits.
- Promote programs of SCOPE to the industry ensure maximum participation and evaluate the effectiveness of such programs.
- Support on administrative issues.
- Interaction with organizations at the regional level and coordinate in planning and conducting regional meetings.
- Ability to deal with Top Management as well as Senior Government Representatives.
- Should have hands on independent working on computer.

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