



**GOVERNMENT OF ANDHRA PRADESH
ECONOMIC DEVELOPMENT BOARD**

Advt. Notification No.62/APEDB/Contractual Employment 2024-2025
Date: 14-03-2025

Recruitment notification for consulting positions in APEDB

APEDB invites online applications for the 22 posts of Associate Vice President / General Manager and Manager across different sectors in APEDB on annual contractual basis, which will be renewed based on performance appraisal, year after year. Remuneration will be based on sustainability for the role and relevant experience, which will not be a constraint for the right candidate and is negotiable.

The number of posts may be changed depending on the need and quality of the candidates applied.

The last date for submission of application is 20st March, 2025, by 5 pm.

For more details of notification, job description, eligibility criteria and application, please refer to "**Careers**" Section of APEDB website: <https://www.apedb.ap.gov.in>

**C M SAIKANTH VARMA IAS
Chief Executive Officer**

DETAILED JOB DESCRIPTION

Associate Vice President - Investment Promotion – 4 Posts (Electronics, IT & ITeS/GCC, Aero Space and Food Processing)	
Role Summary	Leads the Investment Promotion – Electronics, IT & ITeS / GCC, Aero Space and Food Processing Sectors in EDB. This is a high impact role and the consultant is responsible for driving investment promotion and trade efforts for all the 10 focus sectors of AP. The consultant will be the key person to build and nurture relationship with different state and central government departments, CXOs and team members for seamless facilitation of investments. S/He will be leading a team of investment promotion professionals ensuring seamless coordination and execution of strategies to attract and retain investments in the Electronics Sector.
Essential Qualifications	At least Master’s Degree in International Business, Business Administration, from a recognized/reputed institution in India or abroad
Essential Experience	20+ years of experience at leadership level in Investment Promotion Agencies or Government Consulting or Private Sector in Corporate Strategy/Business Development
Preferred Experience	<ul style="list-style-type: none"> • 20+ years of strong experience in management consulting, investment banking, government consulting, industry associations, market research, working with multilateral and bilateral agencies. Prior experience in an Investment Promotion Agency will be an added advantage • Understanding of alternate investments funds in India and setting up of such funds and Special Purpose Vehicles (SPVs) • Experience in working with Governments at the state and central level. Understanding of the policies, rules and regulations in the state and at the centre. • Sectoral Expertise in the – Electronics, IT & ITeS / GCC, Aero Space and Food Processing Sectors with over 10+ years’ experience in any of the sectors • Excellent stakeholder and client management skills • Strong management skills, particularly in planning, scheduling, and managing multiple tasks and people while working under tight deadlines • Experience in managing large projects for governments, private sector, multilateral clients and industry associations • Demonstrated skills in team management and mentoring

	<ul style="list-style-type: none"> • Experience in writing technical proposals, reports, and research papers
<p>Broad Job Description</p>	<p><u>Research and Strategy</u></p> <ul style="list-style-type: none"> • Combine a robust understanding of macroeconomic issues at the national level with micro level insights on the economic potential of districts and cities in Andhra Pradesh. • Create profiles for cities, districts, sectors and the state by mapping growth paradigms and matching investment and export opportunities. Understand parameters like infrastructure, talent, supporting ecosystem and competitive advantages of Andhra Pradesh. • Understand the policies, regulatory and legislative environment governing trade and investments in the country, state and other relevant competing states. • Study the best practices, case studies and strategies drawn from other states, countries and investment promotion bodies. • Present an industry overview and analysis, benchmarking policy initiatives, incentives and subsidies, understand clusters, synergies and linkages, key segments and verticals including growth drivers. • Draw insights and compile reports by multilateral agencies, advisories, consultancies, annual reports, reports from centre and state, corporate presentations and investor presentations for knowledge management. <p><u>Investment Promotion</u></p> <p><i>Stakeholder engagement & Lead generation</i></p> <ul style="list-style-type: none"> • Draw a stakeholder engagement calendar for building robust and sustainable relations across the key and critical stakeholder value chain. The stakeholder engagement calendar should also indicate the timelines for meeting them with clearly defined objectives. • Assist in conducting, managing and curating events, roadshows, conferences in the state and abroad. • Initiate sustained outreach with collaborators, influencers, investors and partners. • Facilitate key one-one meetings with CEOs & initiate CEO round tables in select cities across India. • Participate in conferences, roadshows, events for building sustainable networks for generating leads. Generate speaking opportunities for relevant officials of the government of Andhra Pradesh.

	<ul style="list-style-type: none"> • Constantly generate leads and proposals from potential investors and monitor progress for leads and proposals generated. • Develop a planned calendar of conferences, events, roadshows, trade shows based on sector, state and country focus for engagement with relevant stakeholders. <p style="text-align: center;"><i>Relationship management</i></p> <ul style="list-style-type: none"> • Build and sustain key client relationships and build long standing partnerships and collaborations by being a bridge between stakeholders and government. • Develop standard guidelines for approaching investor inquiries. • Develop a comprehensive stand operating procedure for investment promotion, facilitation and aftercare. • Conceptualize, plan and organize stakeholder meetings, consultations and one-one meetings with relevant stakeholders of the government of Andhra Pradesh. • Build sustainable relationships with ministers, secretaries, district collectors, zonal managers and respective line departments & their consultants for seamlessly facilitate investments into Andhra Pradesh. <p><u>Project Facilitation</u></p> <ul style="list-style-type: none"> • Assist the investor in creating <i>Preliminary Project Reports</i> and <i>Detailed Project Reports</i> and review, recommend and finalize them. • Review proposals, financial models, project and financial structuring, and make necessary recommendations, as deem fit, to relevant departments. • Help negotiate incentives, subsidies and concessions in close coordination with respective line departments. • Facilitate potential investors and guide them through the process of grounding projects in Andhra Pradesh. • Develop a list and timeline for permits, licenses, clearances required for establishing a unit in the state and country to support investors.
Remuneration	2,50,000 to 5,00,000

General Manager - Investment Promotion – 8 Posts (Automobiles, Pharma, Textiles, Industrial Park, Chemical & Petro Chemical, Renewable Energy, and General Manufacturing)	
Role Summary	Leads the Investment Promotion sectors Automobiles, Pharma, Textiles, Industrial Park, Chemical & Petro Chemical, Renewable Energy, and General Manufacturing in EDB. This is a high impact role and the consultant is responsible for driving investment promotion and trade efforts for the focus sectors of AP. The consultant will be the key person to build and nurture relationship with different state and central government departments, CXOs and team members for seamless facilitation of investments. He/ She will be leading a team of investment promotion professionals.
Essential Qualifications	At least Master’s Degree in International Business, Business Administration, or in the related sector from a recognized/reputed institution in India or abroad
Essential Experience	15+ years of experience at leadership level in Investment Promotion Agencies or Government Consulting or Private Sector in Corporate Strategy/Business Development in respective domains.
Preferred Experience	<ul style="list-style-type: none"> • 15+ years of strong experience in management consulting, government consulting, industry associations, market research, working with multilateral and bilateral agencies. Prior experience in an Investment Promotion Agency will be an added advantage • Strong experience working with the C-Suite executives of large private sector companies • Experience in working with Governments at the state and central level. Understanding of the policies, rules and regulations in the state and at the centre. • Sectoral Expertise in Automobiles, Pharma, Textiles, Industrial Park, Chemical & Petro Chemical, Renewable Energy, and General Manufacturing. • Excellent stakeholder and client management skills • Strong management skills, particularly in planning, scheduling, and managing multiple tasks and people while working under tight deadlines • Experience in managing large projects for governments, private sector, multilateral clients and industry associations • Demonstrated skills in team management and mentoring

	<ul style="list-style-type: none"> • Experience in writing technical proposals, reports, and research papers
<p>Broad Job Description</p>	<p><u>Research and Strategy</u></p> <ul style="list-style-type: none"> • Combine a robust understanding of macroeconomic issues at the national level with micro level insights on the economic potential of districts and cities in Andhra Pradesh. • Create profiles for cities, districts, sectors and the state by mapping growth paradigms and matching investment and export opportunities. Understand parameters like infrastructure, talent, supporting ecosystem and competitive advantages of Andhra Pradesh. • Understand the policies, regulatory and legislative environment governing trade and investments in the country, state and other relevant competing states. • Study the best practices, case studies and strategies drawn from other states, countries and investment promotion bodies. • Draw insights and compile reports by multilateral agencies, advisories, consultancies, annual reports, reports from centre and state, corporate presentations and investor presentations for knowledge management. <p><u>Investment Promotion</u></p> <p><i>Stakeholder engagement & Lead generation</i></p> <ul style="list-style-type: none"> • Draw a stakeholder engagement calendar for building robust and sustainable relations across the key and critical stakeholder value chain. The stakeholder engagement calendar should also indicate the timelines for meeting them with clear defined objectives. • Assist in conducting, managing and curating events, roadshows, conferences in the state and abroad. • Initiate sustained outreach with collaborators, influencers, investors and partners. • Facilitate key one-one meetings with CEOs & initiate CEO round tables in select cities across India. • Participate in conferences, roadshows, events for building sustainable networks for generating leads. Generate speaking opportunities for relevant officials of the government of Andhra Pradesh. • Constantly generate leads and proposals from potential investors and monitor progress for leads and proposals generated.

	<ul style="list-style-type: none"> • Develop a planned calendar of conferences, events, roadshows, trade shows based on sector, state and country focus for engagement with relevant stakeholders. <p><u>Project Facilitation</u></p> <ul style="list-style-type: none"> • Assist the investor in creating <i>Preliminary Project Reports</i> and <i>Detailed Project Reports</i> and review, recommend and finalize them. • Review proposals, financial models, project and financial structuring, and make necessary recommendations, as deem fit, to relevant departments. • Help negotiate incentives, subsidies and concessions in close coordination with respective line departments. • Facilitate potential investors and guide them through the process of grounding projects in Andhra Pradesh. • Develop a list and timeline for permits, licenses, clearances required for establishing a unit in the state and country to support investors.
Remuneration	<u>2,00,000 – 2,50,000</u>

Manager - Investment Promotion – 3 Posts (Electronics, Pharma, and Automobiles)	
Role Summary	Responsible for Investment Promotion for the state of Andhra Pradesh in the Electronics, Pharma, and Automobiles Sectors in EDB.
Essential Qualifications	A graduate / post graduate in relevant field from a recognized/reputed institution in India or abroad
Essential Experience	6+ years of strong experience in management consulting, foreign government/Institution, investment banking, government consulting, industry associations, market research, working with multilateral and bilateral agencies
Preferred Experience	<ul style="list-style-type: none"> • 6+ years of strong experience in management consulting, investment banking, government consulting, industry associations, market research, working with multilateral and bilateral agencies. Prior experience with an Investment Promotion Agency will be an added advantage • Expertise in forming and executing the strategy for promotion and facilitation of investments in respective sectors. • Understanding of Key Segments in Electronics and Electric Products manufacturing and other relevant domains • He/ She will be closely working with stakeholders in the industry and industry associations to drive the business case for potential investors in the consumer durables, hearables and wearables, and white goods • Deep understanding of the sector, exposure and relationship with key players in the industry • Proactively engage with major companies, industry associations, think tanks, and government agencies to nurture collaboration and identify and facilitate investment opportunities • Working in strategy and execution, knowledge of global trends and emerging technologies in the industry • Excellent stakeholder and client management skills • Experience in managing large projects for governments, private sector, multilateral clients and industry associations • Willingness to work under high-pressure deadlines and across geographical time zones
Remuneration	1,50,000 – 2,00,000

DETAILED JOB DESCRIPTION

General Manager – External Engagement – 2 Posts (US, Germany, France, Korea, Japan, and Taiwan)	
Role Summary	The General Manager – External Engagement is a senior leadership role responsible for managing stakeholder relationships, investor facilitation, and strategic communication. This role focuses on attracting investments, fostering public-private partnerships, and promoting the region as a business-friendly destination. The GM serves as the primary liaison between government agencies, industry leaders, trade bodies, and international investors, ensuring smooth coordination and policy advocacy to enhance the investment ecosystem. Additionally, the role involves overseeing investor relations, organizing promotional events, handling media outreach, and driving initiatives that improve ease of doing business.
Essential Qualifications	An Master’s degree in Business Administration (MBA), Economics, Public Policy, International Relations, Law, or a related field from a recognized/reputed institution in India or abroad
Essential Experience	15+ years of experience investment promotion, external relations, preferably within the government, public sector organizations, or international trade agencies. Demonstrated experience in building and managing high-level relationships with international investors, government officials, industry leaders, and trade bodies.
Preferred Experience	<ul style="list-style-type: none"> • Exposure to working with international government agencies, multinational corporations, and foreign embassies to promote investments. • Experience in representing government entities in international conferences, summits, and trade forums. • Familiarity with investment opportunities in key sectors such as infrastructure, manufacturing, technology, or renewable energy. • Understanding of global trade regulations, investment treaties, and international economic diplomacy. • Strong network of global investors, financial institutions, and private sector companies who have shown interest in regional investment opportunities. • Ability to leverage international partnerships to bring investments and opportunities to the region. • Experience in managing culturally diverse teams and conducting business development activities across different regions.

	<ul style="list-style-type: none"> • Ability in running investment promotion campaigns, attracting high-value projects, and increasing foreign capital inflows.
Broad Job Description	<ul style="list-style-type: none"> • Lead the attraction of foreign direct investment (FDI) into key sectors, including infrastructure, technology, renewable energy, and manufacturing. • Cultivate and manage high-level relationships with international investors, government officials, and private sector stakeholders. • Represent the organization at international investment forums, trade missions, and diplomatic summits. • Develop and execute strategic communication campaigns to promote the region's business environment and investment potential. • Advise government bodies on policy changes needed to attract investment and improve the business climate. • Organize and manage investment promotion events, including conferences, roadshows, and trade exhibitions. • Provide support for investment proposals, site selection processes, and incentive programs for incoming investors. • Build and maintain a strong network of international investors, diplomatic missions, and trade bodies to foster global partnerships and collaborations. • Provide regular updates to senior government leadership on investment trends, challenges, and opportunities. • Prepare reports on investment performance, regional market analysis, and sector-specific growth opportunities.
Remuneration	<ul style="list-style-type: none"> • 2,00,000 – 2,50,000

Associate Vice President – 1 Posts (HR and Admin)	
Role Summary	Leads the Administration and HR in EDB. This is a senior leadership role responsible for overseeing human resources and administrative functions to align with organisation goals. This includes developing HR strategies, managing talent acquisition, performance management, employee engagement, compliance, and compensation & benefits. The role also ensures smooth administrative operations, including facilities management, vendor coordination, policy implementation, and regulatory compliance. With a focus on fostering a positive work culture, optimizing processes, and driving organizational efficiency, the AVP plays a key role in supporting organisation growth and employee well-being.
Essential Qualifications	At least Master's Degree in Human Resource, Business Administration (MBA) from a recognized/reputed institution in India or abroad
Essential Experience	20+ years of experience at in HR and Administration, at least 10 years in leadership level. Strong knowledge of Government labour laws, HR technology, organizational development, and compliance is essential, along with excellent leadership, communication, and strategic planning skills.
Preferred Experience	<ul style="list-style-type: none"> • Strong experience in public sector HR policies, civil service regulations, and administrative procedures and familiarity with government recruitment processes, employee benefits, and performance appraisal systems. • Hands-on experience in implementing HR policies, administrative reforms, and workplace regulations within government organizations. • Strong understanding of procurement policies, budgeting, and contract management in the public sector. • Experience in managing large-scale recruitment, training programs, and leadership development for employees. • Experience in collaborating with government agencies, ministries, and regulatory bodies. Skilled in handling, employee relations, and administrative decision-making.
Remuneration	2,50,000 to 5,00,000

Manager – 1 Posts (HR and Admin)	
Role Summary	The Manager – HR & Administration assists the AVP of HR & Administration in implementing government HR policies, managing workforce operations, and overseeing administrative functions. This role ensures compliance with labor laws, supports recruitment and employee engagement, and streamlines administrative processes to enhance operational efficiency within the government organization. The manager plays a key role in executing HR strategies, coordinating training programs, and ensuring smooth daily administrative functions.
Essential Qualifications	Graduate / Master’s Degree in Human Resource, Business Administration (MBA) from a recognized/reputed institution in India or abroad
Essential Experience	6+ years of experience at in HR and Administration. Experience handling recruitment, performance management, compliance, and employee relations. Proficiency in administrative processes, office management, and policy implementation.
Preferred Experience	<ul style="list-style-type: none"> • Experience in public sector HR policies, civil service regulations, and administrative procedures and familiarity with government recruitment processes, employee benefits, and performance appraisal systems. • Experience in implementing HR policies, administrative reforms, and workplace regulations within government organizations. • Understanding of procurement policies, budgeting, and contract management in the public sector. • Experience in collaborating with government agencies, ministries, and regulatory bodies. Skilled in handling, employee relations, and administrative decision-making.
Remuneration	1,50,000 to 2,00,000

Manager – 1 Posts (Policy and Legal)	
Role Summary	The Manager – Policy and Legal is responsible for reviewing and advising on a range of legal and policy matters related to investment promotion. This role involves reviewing notifications from central and state governments, preparing and reviewing Memorandum of Understanding (MOU) documents, assessing contractual agreements with clients, consultants, and government departments, and ensuring policies align with legal requirements and national objectives. The Manager also plays a crucial role in assessing the effectiveness and compliance of existing policies, recommending adjustments to improve efficiency, and facilitating transparent legal processes that attract investment.
Essential Qualifications	Graduate / Master's Degree in Law (LLM), Business Administration, Public Policy, or a related field from a recognized/reputed institution in India or abroad
Essential Experience	6+ years of experience in legal advisory, policy development, or investment law in the public sector, government departments, or investment-related legal practices and experience in drafting, reviewing, and negotiating contracts and MOUs in a government or regulatory context.
Preferred Experience	<ul style="list-style-type: none"> • Experience working with multinational corporations, government bodies, or consulting firms on investment promotion and regulatory compliance. • Strong understanding of international investment treaties, FDI regulations, and global trade laws. • Experience in collaborating with government agencies, ministries, and regulatory bodies. Skilled in handling, employee relations, and administrative decision-making. • Ability to coordinate across multiple stakeholders, including government departments, private investors, and external legal advisors.
Remuneration	1,50,000 to 2,00,000

Manager – 2 Posts (Graphic Design – Static & Video)	
Role Summary	The Manager – Graphic Design is a creative and dynamic role responsible for producing high-quality visual content that communicates the message of the organization effectively across various platforms. This role requires expertise in designing presentations, newsletters, and formatting documents while also creating static and video content for promotional, informational, and corporate use. The Manager will collaborate with internal teams to understand the communication goals and ensure all visual materials align with the organization’s brand identity, standards, and objectives. The role requires proficiency in graphic design tools, creativity, and an understanding of the latest design trends for both static graphics and video content.
Essential Qualifications	Graduate / Master’s Degree in Graphic Design, Visual Arts, Multimedia Design, or a related field or Certifications in video production, motion graphics, or digital design tools from a recognized/reputed institution in India or abroad
Essential Experience	6+ years of experience in graphic design with a focus on both static and video content creation in a professional or agency environment, designing presentations, newsletters, and high-quality visual content for corporate communications and expertise in video production, including scriptwriting, filming, editing, and motion graphics for promotional or internal use.
Preferred Experience	<ul style="list-style-type: none"> • Experience in creating visual content for social media, websites, and digital marketing campaigns. • Proficiency in 3D design, animation, or advanced motion graphics. • Familiarity with user interface (UI) design and user experience (UX) principles. • Experience working with brand development and marketing teams to create content that aligns with strategic goals. • Expertise in graphic design tools such as Adobe Photoshop, Illustrator, InDesign, and video editing software like Adobe Premiere Pro, After Effects, Final Cut Pro, etc.
Remuneration	1,50,000 to 2,00,000