

## JOB DESCRIPTION

### ASSISTANT DIRECTOR

#### (a) General Duties –

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff;
- (iii) Management and co-ordination of the work;
- (iv) Maintenance of order and discipline in the section;
- (v) Maintenance of a list of residential addresses of the Staff.

#### (b) Responsibilities relating to Dak –

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the section diary once a week to know that it is being properly maintained.

#### (c) Responsibilities relating to issue of draft –

- (i) to see that all corrections have been made in the draft before it is marked for issue;
- (ii) to indicate whether a clean copy of the draft is necessary;
- (iii) to indicate the number of spare copies required;
- (iv) to check whether all enclosures are attached;
- (v) to indicate priority marking;
- (vi) to indicate mode of dispatch.
- (vii) Responsibility of efficient and expeditious disposal of work and checks on delays
- (viii) to keep a note of important receipts with a view to watching the progress of action;
- (ix) to ensure timely submission of arrear and other returns;
- (x) to undertake inspection of Assistants' table to ensure that no paper of file has been overlooked;
- (xi) to ensure that cases are not held up at any stage;
- (xii) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

#### (d) Independent disposal of cases –

He should take independently action of the following types –

- (i) issuing reminders;
- (ii) obtaining or supplying factual information of a non-- classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.
- (iv) Duties in respect of recording and indexing
- (v) to approve the recording of files and their classification;
- (vi) to review the recorded file before destruction;
- (vii) to order and supervise periodic weeding of unwanted spare copies;
- (viii) ensuring proper maintenance of registers required to be maintained in the section;
- (ix) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (x) Ensuring neatness and tidiness in the Section;
- (xi) Dealing with important and complicated cases himself;
- (xii) Ensuring strict compliance with Departmental Security Instructions

## **Job Description of Assistant Director (Technical)**

### **Requirements**

- Thorough understanding of FSS Act, Rules and Regulations/ standards made thereunder.
- Knowledge of other regulatory/ standard setting bodies in India and their mandate.
- Skills to equate domestic regulatory network with international regulatory framework.
- Confirmatory assessment process/accreditation process/ laboratory quality management systems.
- Knowledge of WTO-SPS/TBT and it's all agreement.
- Proven experience to level of assistant director or other similar position
- Experience in performance and operations management.
- Knowledge of relevant regulations and quality standards.
- Knowledge in MS Office, relational databases and software (e.g. ERP)
- Good communication and public speaking skills.
- Organizational and leadership skills.

### **Responsibilities**

- Assist in developing and implementing goals for the division.
- Work with the seniors, coordinate and supervise daily operations.
- Ensure compliance with internal policies and other overall planning.
- Monitor attainment of objectives and goals.
- Organizing division initiatives and making proper arrangements to meet division objectives.
- leading training programs or providing one-on-one training to new hires
- Tracking department expenditures, if any and identifying problem areas or opportunities for improvement.
- Creating weekly or monthly schedules for employees.
- Create weekly or monthly reports and submit them to the director or other executives.
- Fulfill duties as assigned by the director.

## **JOB DESCRIPTION**

### **ADMINISTRATIVE OFFICER**

Functions and responsibilities of the post-

- (i) To facilitate the smooth functioning of the office work,
- (ii) Provide assistance for import clearance processes and licensing processes respectively.
- (iii) Handling of Office Budget and other field level activities
- (iv) Maintenance of the Office records of all employees and organize a filing system for important and confidential Office documents.
- (v) To verify bills, vouchers and account related works and other works assigned by DDO and higher Officers.
- (vi) To act as /assist DDO in income tax and other finance related matters.
- (vii) To manage office supplies stock and place orders and stock verification.
- (viii) Reply to queries, parliamentary question related to Office administration.
- (ix) All Establishment, administration and account related work.
- (x) Procurement of Office infrastructure/stationery/stock
- (xi) Co-ordination of all meetings and related works
- (xii) Manpower management on day to day basis and HR Activities
- (xiii) Maintenance of Service Books / Office records

## JOB DESCRIPTION

### DEPUTY MANAGER

#### Purpose:

As per the Food Safety and Standards Act, 2006, FSSAI is mandated to ensure provision of safe and wholesome food to all 135 crore citizens of the country. The Sections 16 of the FSS Act, 2006 specifically directs the Food Authority to take all such steps to ensure that the public, consumers, interested parties receive rapid, reliable, objective and comprehensive information through appropriate methods and means.

#### Scope of the work:

The primary objective of this position is to support the Joint Director/Principal Manager to ensure timely dissemination of scientific and accurate information (in an easy synthesized manner) pertaining to food safety and nutrition through various modes in the interest of public at large. The role of a Deputy Manager envisages:

- (i) Coordination with various stakeholders associated with FSSAI for collaborative approaches, partnerships and programs for creating mass awareness around food safety, healthy eating and environmentally sustainable food practices and empower people to make informed choices.
- (ii) Prepare and collate reports, documents, base material, research content for various strategy-level meetings internally as well as other line Ministries.
- (iii) Coordinate with media outlets to promote various initiatives and campaigns e.g. on radio, TV, websites, magazines and billboards and offline mediums including events/ exhibitions, melas and trade fairs etc., for mass outreach.
- (iv) Documentation, compilation and report writing for various IEC activities and campaigns.
- (v) Support in execution of various events/ workshops/webinars and ensure coordination with other divisions as well as the Ministry of Health & family Welfare.
- (vi) Empanelment and renewal of creative agencies for ensuring timely execution of deliverables.
- (vii) Activities such as
  - (a) creation and updating of content like resource books, guidance documents, brochures and flyers, articles, OPEDs/ interviews from senior management
  - (b) designing of the content in a user friendly format
- (viii) Manage day to day media management along with queries from the media while also leading the process of strategic media planning/execution and serving as a key resource for the team
- (ix) Ensure monthly communication to the stakeholders on the key activities of the Organizations through Newsletters etc.
- (x) Support in preparing annual budgets, plan of action and roadmap for the division and coordination with various FSSAI's internal divisions for compilation of information.
- (xi) Any other supporting activities and tasks assigned from time to time.