Ministry: Agro-Industry and Food Security

Post: Officer-in-Charge, National Agricultural Products Regulatory Office

Salary: Rs 89,000 (19 00 92)

Effective Date: 3 March 2016

Qualifications: By appointment of the General Manager on the establishment of the former Tobacco Board who has been redeployed to the Ministry of Agro-Industry and Food Security.

Role and Responsibilities: To provide leadership, vision and direction while implementing policies of Government in matters of regulated products.

Duties:
1. To be responsible to the head of the Ministry for managing and administering the day-to-day business of the National Agricultural Products Regulatory Office (NAPRO) and executing the policies of the Ministry with regard to regulated products.
2. To identify key policy issues on regulated products and advise the Ministry accordingly.
3. To ensure effective delivery of services with a view to promoting sustainable regulated products development.
4. To develop and maintain an effective and transparent communication strategy with the technical staff and keep the Ministry informed of all development activities of the NAPRO.
5. To ensure that NAPRO adheres to international commitments with respect to the application of international standards on regulated products.
6. To use ICT in the performance of his duties.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Officer-in-Charge, National Agricultural Products Regulatory Office in the roles ascribed to him.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
3 March 2016
Date..................................................