

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Industry, Commerce and Consumer Protection (Commerce Division)
- Post:** Head, Consumer Affairs Unit
- Salary:** Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450
(18 075 089)
- Effective Date:** 30 May 2017
- Qualifications:** By selection from among officers of the Consumer Affairs Cadre who –
- (i) possess a degree in Economics or Commerce or Sociology or Management or Law or Communication Studies or Legal Studies or Public Administration and Management or Social Work or Social Studies or Business Studies or Business Administration or a joint degree in either two of the above mentioned subjects, from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) reckon at least twelve years' experience in the Cadre inclusive of at least two years at supervisory level;
 - (iii) are conversant with the latest trends in the field of consumer affairs, consumer protection legislation, policies and programmes on related issues; and
 - (iv) have excellent leadership, communication and managerial skills.

Candidates should produce written evidence of experience/knowledge claimed.


Role and Responsibilities: To be responsible for the efficient and effective operation and administration of the Consumer Affairs Unit and to ensure the effective implementation of all consumer protection laws and any other related regulations.

Duties: 1. To plan, coordinate and supervise all aspects of work of the Consumer Affairs Unit.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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2. To advise the Ministry on consumer protection and consumer education strategies and policies and to elaborate a comprehensive national programme for consumer protection and be responsible for its implementation and evaluation.
3. To ensure that all relevant consumer protection laws and regulations are properly enforced.
4. To advise on the preparation of draft legislation relating to consumer protection.
5. To ensure the collection, compilation and analysis of relevant statistics.
6. To liaise with consumers and consumer organisations on matters relating to consumer protection and education.
7. To devise and provide appropriate in-service training to staff.
8. To represent the Ministry on appropriate Boards and Committees.
9. To attend court, as and when required.
10. 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 Head, Consumer Affairs Unit in the roles ascribed to him.

Note

The Head, Consumer Affairs Unit may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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