



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR RECRUITMENT TO ONE (01) POST OF ASSISTANT DIRECTOR (LABELLING) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB FOOD AUTHORITY, FOOD DEPARTMENT (30-RJ2023).

Main Responsibilities and tasks:

1. Reports to Deputy Director (Technical).
2. Overseeing and ensuring compliance with food labeling regulations, including ingredient declarations, nutrition facts, allergen information, country of origin, and other labeling requirements.
3. Conducting inspections, audits, and investigations to verify compliance with food labeling regulations, and taking appropriate enforcement actions for violations.
4. Providing guidance and education to food businesses, consumers, and other stakeholders on food labeling requirements and best practices.
5. Reviewing and analyzing food labels and packaging materials for accuracy, completeness, and compliance with regulatory requirements.
6. Collaborating with other departments or agencies to develop and update food labeling policies, guidelines, and standards.
7. Keeping abreast of changes in food labeling regulations, industry trends and emerging issues related to food labeling.
8. Conducting research and analysis on food labeling issues and providing recommendations for improvements to labeling regulations or processes.
9. Managing and maintaining records, databases, and other documentation related to food labeling activities.
10. Participating in training programs, workshops, and seminars related to food labeling and related topics.
11. Coordinating with other stakeholders, such as food manufacturers, importers, exporters, and regulatory agencies, to ensure compliance with food labeling requirements.

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