REGULATORY AFFAIRS EXECUTIVE

Job Description

About FIA

Food Industry Asia (FIA) is an industry association that was established in 2010 by a group of leading food and beverages companies to enhance the industry’s role as a trusted partner in the development of effective public-private partnerships to drive innovations and build capacity building programmes in the region. Being an official Observer of Codex, FIA represents its members in Codex Committees and other international fora by providing science-based advocacy for a better regulatory and policy environment in Asia.

Through strong relationships with global, regional, and local industry partners, FIA is able to engage in effective multilateral dialogues on key industry issues to support the three pillars at FIA – Health & Nutrition, Harmonisation, and Food Safety.

The Role

The Regulatory Affairs Executive (RAE) provides technical support to the organisation and its Committees. Reporting to the Head of Science & Regulatory Affairs, this role is to support the Science & Regulatory Affairs (SRA) team to achieve FIA’s ambition to be a leading authority on food science and regulatory developments in the region.

Based on his / her knowledge of food science and legislation, the RAE will primarily be responsible for developing regulatory databases and monitoring tools and keeping them updated, drafting regulatory analysis reports and any other supportive role required within the SRA team.

Main Responsibilities

- Develop and maintain a comprehensive Database and Tools for the monitoring and tracking of new regulations and policies at the international level (e.g. Codex Alimentarius, World Trade Organisation, EU, US) and region level (Asia Pacific), on topics such as Technical Barriers to Trade (TBT), food labelling, nutrition and health claims, food safety, import/export, product registration, compositional and quality standards.
- Develop global / regional regulatory landscape studies on specific issues, analyse the trend and impact to the industry, and provide regulatory guidance to FIA Committees and members.
- Support the SRA team in developing position papers in response to potential and new international / national standards and regulations.
- Support the SRA team with the development and implementation of internal and external regulatory research projects with appropriate academic partners, consultants, including systematic literature reviews and surveys.
- Support FIA’s voluntary roll-out of industry self-standards and guidelines such as Front-of-Pack nutrition labelling.
- Support the Secretariat function of the FIA Science & Technical Committee and other Working Groups in terms of preparing meeting documents and drafting minutes.
- Undertake ad-hoc regulatory projects / duties as required.

**Required Skills & Experience:**
- A degree in related field, e.g. food science and technology, nutrition, chemistry, life science.
- At least 1 year experience in food regulation or related fields e.g. QA, QC, R&D.
- Fresh graduates are welcome to apply.
- Superb communication skills (verbal & written) in English.
- Regional exposure to multiple Asian countries, languages and legislative systems.
- Strong planning, problem-solving and analytical skills with an outstanding attention to detail.
- Strong communications and inter-personal skills, self-starter and able to work independently as well as in a team.
- Positive attitude, creative thinker.
- Proficiency in Microsoft Word, Outlook, Power Point and Excel.

**Other**
- Working hours: Mon-Fri 9-6pm
- Location: Orchard
- Travel: Occasionally (mainly within Asia)
- Applicants able to start within short notice will have added advantage.

Interested and suitable candidates please forward your resume with your recent photograph, reason for leaving and expected salary to hr@foodindustry.asia
We regret that only short-listed candidates will be notified.