

Spices Board

(Ministry of Commerce & Industry, Govt. of India)

“Sugandha Bhavan” N.H.By Pass, Palarivattom.P.O, Cochin – 682025, Kerala, India

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Title	Walk in Test/ Interview for selection of “Trainee to work for the assignments with the Codex Alimentarius Commission (CAC)”
No: of trainees required	Three
Stipend	Rs. 12,000/- per month
Duty Station Location	Cochin, Kerala
Qualifications:	<p>Essential</p> <ul style="list-style-type: none">• A Postgraduate Degree (M.Sc) in Food Science, Biochemistry, Microbiology, Food technology, Bio-technology, public health, food law or other related disciplines or any other subject related to food science• Demonstrated ability to draft technical/scientific reports in English <p>Desirable:</p> <ul style="list-style-type: none">• Minimum of six months of progressively responsible professional experience in a standards setting environment with a preference given to working in the development and implementation of food control programmes at regional, national, or international level, including the elaboration of food standards, guidelines and regulations;• Experience in dealing with Codex Alimentarius Commission is an added advantage;• Knowledge of intergovernmental bodies, governmental services and international non-governmental organizations operating in the field of standards, particularly in relation to food;• Proven working experience in the food safety sector;• Experience in dealing with senior government, regional and international organization/ offices;
Skills and competencies:	<ul style="list-style-type: none">• Self-starter with the ability to strategically plan own work;• Be conversant with international standard setting organizations (Codex Alimentarius Commission in particular) procedures and cycles;• Good networker with the ability to maintain a positive and fruitful dialogue and relationship with the main institutions or organizations;• Good written and spoken communication skills in English;• Excellent interpersonal skills and ability to operate effectively across organisational boundaries;• Good judgment/Decision-making skills;

	<ul style="list-style-type: none"> • Good observation and attention to detail; • Ability to deal with a diverse team of people of different national and cultural backgrounds in an international setting; • The ability to understand technical and complex information; • Good analysis and investigation skills; • Ability to work alone or as part of a team; • Computer skills;
Tenure of Appointment:	<p>Two years from the date of joining</p> <ul style="list-style-type: none"> • The initial appointment will be for 1 year. • Training extension to another 1 year will be subject to satisfactory performance
Leave eligibility	One day per month
Summary of duties and functions:	<ul style="list-style-type: none"> • Preparation of technical/ scientific reports, discussion papers relating to quality standards of spices and spice products; • Act as liaison between the Spices Board and interested sectors and other international governmental and non-governmental organizations concerned with the health, quality and trade aspects of food standards; • Participate in and contributes to meetings on Codex-related issues including food safety, quality and standards, and works closely with relevant technical units to ensure consistency between the policies and the work of the Commission Alimentarius Commission; • Responsible for ensuring the quality and efficient delivery of support and services to the National Codex Contact point of India, Codex Alimentarius Commission and its subsidiary bodies;
Date and time of interview:	23rd April 2014; 10. 00 am
Venue of Interview:	<p>Spices Board (Ministry of Commerce & Industry, Govt. of India) “Sugandha Bhavan” N.H.By Pass, Palarivattom.P.O, Cochin – 682025, Kerala, India</p>
Note:	<ul style="list-style-type: none"> • Those selected will be trained for a period of two years in Spices Board and will have to travel places as and when necessary. • Eligible candidates may appear for the walk- in- test/interview with their resume, passport size photographs, original certificates (proof of age, education and experience and publications if any) and a set of attested photocopies of the same on the day of the walk-in test/ interview. • Those who have not yet received their final degree certificate need not appear in the test/ interview. • The number of vacancies indicated is provisional and may vary at the time of selection. Board reserves the right to shortlist applicants for interview.