

# Position Document Summary

Position Title	Scientific Regulatory Affairs Manager Indonesia & SEA	Division	R&D
Location	Jakarta, Indonesia	Reports to	R&D Head Indonesia
Job grade	T1	Date	November, 2015
Contact address for job applicant	<a href="mailto:mars-chocolate.careers.id@effem.com">mars-chocolate.careers.id@effem.com</a>		

## 1. POSITION SUMMARY

*Briefly summarize the position's purpose. The purpose statement should be a brief statement not exceeding three or four lines.*

### **The role is to:**

1. Ensure regulatory compliance of recipe, labeling, claim, registration in Indonesia;
2. Ensure early involvement of food related legislation in Indonesia;
3. Ensure early awareness of food related regulation making and amending in SEA;
4. Support influencing activities in Indonesia and SEA when appropriate.

## 2. MAJOR RESPONSIBILITY AREAS

*List (at least six) brief statements that describe what the position is required to do.*

### **1. (60% of Time) Ensure Regulatory Compliance of Cocoa and Chocolate Products in Indonesia:**

- Ensure effectively tracking legislation issues and have mitigate plans;
- Develop mandatory labeling information and approves final artwork to ensure product label being compliant with regulations and corporate policies;
- Ensure product identity, ingredients and recipe being compliant with regulations, and being registered as necessary;
- Support management of regulation related issue and complaint;

### **2. (20% of Time) Ensure Early Involvement of Food Legislation in Indonesia:**

- Understand food regulation change by participating food legislation technical forum of government agencies and trade associations;
- Identify impact to business of any food legislation and submit our position accordingly;
- Develop and maintain external networking with external stakeholders for above;

### **3. (20% of Time) Ensure Early Awareness of Food Regulation Change in SEA:**

- Ensure being fully aware of food regulations change in SEA by working with SRA contact of Food Industry Asia (FIA) and other appropriate SEA forums;
- Ensure food regulations change in SEA being communicated within business by

regular interaction with regional SRA team.

### **3. REPORTING TO THIS POSITION**

- No direct report.

### **4. SKILLS & COMPETENCIES**

#### Education:

- B.S. degree in food science/engineering, nutrition, food safety, or related discipline; a M.S. degree in above area is preferred;

#### Working Experience:

- At least 3 years of experience in regulatory affairs position in food/beverage/FCG industry;
- Experience of working and interacting with regulators and scientists in Indonesia and SEA region;

#### Other Skills:

- Written and oral communication fluency in English;
- Integrity & Trust;
- Drive for result;
- Self-development