



Junior Regulatory Affairs officer

Fortify Health

Job Description

Team: Programs

Consultancy Fee: INR 55,862 per month

Location: Remote, based in India (preference for Delhi)

Terms of employment: Contract for one year, renewal by mutual agreement

Application deadline:

About Fortify Health

Fortify Health has a vision for a healthier world where everyone has the micronutrients they need to survive and thrive. We work toward this by enabling access to micronutrient-rich wheat flour to reduce and prevent iron deficiency anaemia. We currently work in eight regions in India but are planning to expand to new regions in the coming years.

Fortify Health operates through three work streams:

1. **Open Market Support:** We support millers to cost-neutrally fortify chakki atta in the open market
2. **Government Partnership Support:** We work with governments in India to mainstream wheat flour fortification through social safety net programs
3. **Evidence Generation:** We conduct monitoring and evaluation of activities to inform the public about the value of food fortification.

To read more about our work and impact, visit our “What we do” section on our website [here](#).

About the role

Fortify Health is planning to grow rapidly in the next two years, aiming to support nourishing rotis for more than 25 million Indians per day by the end of 2025. To enable large scale wheat flour fortification adherence to regulatory compliances becomes a very crucial & important part. Junior Regulatory Affairs officer (JRAO) will contribute to the Program team in ensuring fortification-related administrative, regulatory compliance and documentation work in partner mills is conducted efficiently. It requires strength in a range of soft skills: ability to learn quickly, organisational skills, communication skills, strong sense of judgement, approachability, and high attention to detail.

Do you find it engaging to understand and interpret the rules and regulations? Do you wish to use your knowledge and skills to contribute to the health and happiness of millions of Indians? If the answer to both of these questions is yes, we welcome you to apply to become a Junior Regulatory Affairs officer.

The Junior Regulatory Affairs officer (JRAO) will report to Fortify Health's Senior Regulatory Affairs Officer.

Responsibilities and activities

- **Assist in compliance to various rules and regulations under the Food Safety and Standards Act.**
 - Applications for +F endorsement for partner mills and its approvals.
 - Contribute to building relations with and communicate effectively with food regulators from local FDA offices as well as regional FSSAI offices for fortification related compliance work.
 - Assist mill partners in FSSAI license modifications, renewals and making applications for new license etc.
 - Assisting partner mills along with SRAO with label modifications according to FSSAI standards and other relevant rules and regulations.
- **Support the launch and continuation of fortification at partner mills**
 - Develop strong and trusting relationships with partner mill staff, mill management and owners.
 - Collaborate with internal teams, including Monitoring and Evaluation, Operations team to ensure smooth implementation of fortification initiatives.
 - Work closely with the Program Officers and Junior Program Officers to ensure effective implementation of our programs within partner mills.
 - Ensure work is well documented.
 - Actively participate in team meetings, calls, and knowledge-sharing sessions to contribute to organisational growth and learnings.

Please note that this job description is a guide to the work you will initially be required to undertake, but does not cover all of the duties the post holder may have to perform. Responsibilities will evolve over time, in discussion with the Senior Regulatory Officer

Candidate profile

Requirements

- Bachelor's or higher degree in Food Science and Technology or related field.
- Minimum 2-3 years of experience working in the food industry
- Prior experience of working on regulatory compliance and packaging and labelling modification and verification within the food manufacturing sector in India is preferred
- Knowledge of and prior connections within the food regulatory ecosystem (local and state FDA, FSSAI, regulatory consultants etc.)
- Excellent ability to learn, absorb and implement new information with attention to detail.
- Willingness to travel around 40% of the time (this may include within base location, intra-state travel and relocation)
- Strong problem solving skills and ability to get things done in challenging situations
- Fluency in English and Hindi
- Authorisation to work in India (Indian national, eligibility for OCI, etc.)

Desirable attributes

- Willingness to relocate to Ahmedabad, Lucknow & Delhi (subject to change).
- Experience working with remote team members
- Experience working independently
- Enthusiasm about our opportunity to improve people's lives

**If you're not sure about applying because you don't know if you're qualified,
we would really love you to apply anyway!**

TO APPLY
PLEASE FILL OUT THIS: [APPLICATION FORM](#)
