Director General (BPS-21)	
Immediate Supervisor	Secretary Ministry of Science & Technology (MoST)
Wing/Section	Pakistan Halal Authority (PHA)

He/She will assist immediate supervisor in the following main tasks and responsibilities:

i. develop and implement strategies, plans and programmes for promotion of imports and exports, trade and commerce with foreign countries and inter-provincial trade and commerce in Halal articles and processes;

ii. recommend the Halal Standards developed for articles and processes, to be notified in the official Gazette by the Federal Government for adoption and notification by the National Standards Body;

iii. recommend mechanism for the Accreditation of Halal Certification Bodies (HCBs) and adoption of Halal Certification systems;

iv. develop policies, plans and programmes for ensuring compliance of Halal articles and processes with the Halal Standards;

v. develop and authorize use of Halal logo for Halal articles and processes;

vi. certification of Halal products and processes;

vii. levy fees for issue or renewal of the Halal certificate and / or authorizing the use of Halal Logo;

viii. maintain a register of all persons, firms and companies authorized to use the Halal logo;

ix. inspect and test Halal products and processes for their quality, specification and characteristics with relation to the Halal Standards, for purposes of imports and exports, trade and commerce with foreign countries and inter-provincial trade and commerce;

x. prohibit production, storage and sale in the Islamabad Capital Territory of such Halal products as do not conform to the Halal Standards;

xi. arrange and conduct public awareness campaigns in relation to the Halal sector in general and to Halal products and processes in particular;

xii. co-ordinate with national and international organizations for strengthening the Halal sector;

xiii. make recommendations on strategic and policy issues, of federal and provincial government departments with regard to establishment of Halal Sector in the country;

xiv. raise the awareness of Pakistan Standards on Halal and certification throughout the country;

xv. promote and encourage establishment of libraries and laboratories for the purpose of developing the Halal sector;

xvi. collect and circulate statistical and other information relating to the Halal sector;

xvii. sanction / impose penalty who contravenes the provisions of sections 14,15,16,17,18 or 19 of this Act;

xviii. issues with regard to Financial, Admin, Human Resource (HR), Audit and any other issue pertaining to Administration and Financial issues; and

xix. any other function assigned by the Government/Competent Authority for development of the Halal sector, promotion of Halal products and processes for purposes of the Act.