

TOR for Planning and Regulatory Affairs Officer – 1 Post

Job Description	
i.	Preparation of Action Plan and Annual Reports
ii.	Organizing the Co-ordinating and Steering Committee Meetings for implementing Montreal Protocol obligations in Sri Lanka
iii.	Reporting progress of activities to Planning Division of the Ministry and relevant agencies.
iv.	Coordinating finalization and providing inputs on regulations / amendment to the existing regulations to be implemented by the division for HCFC phase-out.
v.	Assist to preparation of Legislation on HCFC Phase Out programme
vi.	Preparation of Project extension reports
vii.	Preparation of the Project Completing Reports
viii.	Providing periodic report on status of implementation of regulations
ix.	Providing periodic inputs to NOU staff on improvement needs for stronger implementation of regulations and more effective coordination with climate change regulations.
x.	Coordination with other international agencies (e.g. RILO, Customs of Other countries in the region) in agreement with Director NOU.
xi.	Any other matters in relation to the implementation of Montreal Protocol