

Bureau of Indian Standards
IR&TISD

Re: IR&TISD/ISO Secondment

04 August 2023

Subject: ISO NSB Home-Based Secondment Programme - Reg.

ISO Secretary General has announced three new home-based secondment vacancies for the following positions:

- i. Project Manager, COPOLCO within the Conformity Assessment and Consumer Matters unit (Part Time 50 %)
- ii. Project Manager, CASCO within the Conformity Assessment and Consumer Matters unit (Part Time 50 %)
- iii. Assistant for the Editing unit (Part Time, minimum 60 %)

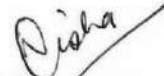
For the duration of the agreement, the Home-based Secondee will remain an employee of BIS and will perform their responsibilities from their place of Posting. The Position is expected to last 18 months, starting upon agreement.

For the duration of the Agreement, BIS will continue to pay the Home-based Secondee's salary and applicable social charges and benefits. ISO/CS shall reimburse travel costs and expenditures required for the secondee to fulfil their professional objectives.

The Job description of Project Manager COPOLCO, CASCO and Assistant for the Editing unit are given at Annex I.

Interested BIS Officials with relevant experience and competencies may apply for the said posts by sending their CV and cover letter addressed to Marion Seguin from the Human Resources Department, ISO and 2 independent references through their Head of department latest by 09 August 2023 to IT&TISD (ird@bis.gov.in). Applications received after 09 August 2023 shall not be entertained.

After internal screening and approval of the Competent Authority, the shortlisted applications will be communicated to ISO for its consideration.



(Nisha Bura)

Scientist D/ Joint Director

~~Head (IR&TISD)~~

22/7 4/8/23

To all BIS Officers through BIS Intranet



PROJECT MANAGER ON CONSUMER ENGAGEMENT FOR CLIMATE ACTION – HOME-BASED SECONDMENT (50%)

Role

As part of the Conformity Assessment and Consumer Matters (CACM) unit, the Program Manager on Consumer Engagement for Climate action will provide support to programs and projects management, in relation to Consumers Policy (COPOLCO) activities and will contribute to raising awareness of consumer matters through communication materials that promote COPOLCO work, projects and deliverables and support the engagement with a variety of stakeholders.

ISO Strategy 2030 and its implementation calls for actions to increase the participation of underrepresented stakeholders in the ISO system. In addition, ISO London Declaration, which is ISO's commitment on action related to climate change, commits ISO to facilitate the involvement of civil society and those most vulnerable to climate change in the development of International Standards and publications.

As part of these efforts, ISO/CS is seeking to provide greater support to members on consumer policy for climate action, through the recruitment of a Project Manager on Consumer Engagement for Climate Action. The Project Manager will manage or significantly contribute to projects on enhancing the consumer voice in standardization in areas related to climate action and other topical areas of interest to consumers. The Project Manager will work in close collaboration with colleagues in ISO/CS working on Sustainability, Memberships and Capacity Building. The Project Manager will be the focal point for Member Engagement on the consumer matters, providing the support which will contribute to multiplying efforts around the world to combat climate change and its impacts. As such, the Project Manager will provide research papers on consumer interest themes and organizations representing the consumer voice at international and regional level, regular briefings, deliver webinars and seek to engage in new and creative ways with Members on the topic of consumer policy and consumer engagement.

The Project Manager on Consumer Engagement for Climate Action must be both organized and dynamic, comfortable working with diverse stakeholders and teams. This role is a unique opportunity for a culturally curious person, passionate about consumer matters and sustainability, with an interest to advance ISO's ambitious goal of all voices heard and climate action.

Key responsibilities

- Provide consumer policy advice, focused on identifying key areas for consumers' involvement in standardization, engagement strategies and link between standards and consumer related outcomes
- Perform research in the areas related to consumer policy and consumer engagement
- Participate in the preparation and maintenance of a COPOLCO Member Engagement plan related to Climate Action to expand the participation and contribution of members in ISO's climate efforts through the engagement of the consumer voices and more generally, civil society voices
- Contribute to, along with other ISO colleagues, the provision of training for Members and Technical Committees related to consumer engagement
- Organize webinars and other outreach events for Members on issues related to consumer engagement and consumer matters linked to sustainability

- Coordinate the creation of communications deliverables specifically for use by ISO Members
- Provide regular briefings/updates on consumer engagement and consumer participation in standardization

Reports to: Director, Conformity Assessment and Consumer Matters

Qualifications and experience

- University-level education or equivalent
- Knowledge of consumer matters and consumer policy
- Knowledge of standardization and role of standards in addressing consumer matters
- Outstanding verbal and written communication skills (fluency in English is a must)
- Confident in working with a wide range of stakeholders from a multitude of cultural and professional backgrounds
- Proficient in MS Office

Skills

We are looking for an open-minded person, who adapts quickly to different environments and can work under tight deadlines. Works well as part of a team but can also work independently with minimal guidance, taking personal responsibility for the assignments.

This person should have the following soft skills:

- Excellent time-management and organizational skills
- Ability to work with diversity and multi-disciplinary teams
- Flexibility/Adaptability
- Team player
- Strong interpersonal skills
- Self-motivation
- Analytical/Problem solving skills
- Identifies and aligns with ISO/CS core values: respect, integrity, collaboration, pushing boundaries, growth mindset

Start date: Upon mutual agreement

Duration: 18 months, part-time 50%



PROJECT MANAGER, ESG AND CONFORMITY ASSESSMENT – HOME-BASED SECONDMENT (50%)

Role

As part of the Conformity Assessment and Consumer Matters (CACM) unit, the Project Manager on ESG and Conformity assessment will provide support to projects in the area of Environmental, Social and Governance (ESG) with focus on conformity assessment, including assuming the role of project manager for these projects. The incumbent will contribute to raising awareness of conformity assessment and its application in ESG, through the elaboration of technical papers and communication materials that promote CASCO work, while supporting the engagement with a variety of stakeholders in ESG arena.

ISO, under the leadership of ISO Council and ISO Technical Management Board has launched various initiatives in the area of sustainability, some having a focus on ESG. The incumbent will contribute significantly to CASCO's projects required in order to amplify ISO's efforts on climate change and take them to stakeholders around the world.

As part of these efforts, CASCO is seeking to provide greater support on ESG and climate action to ISO's initiatives in this area, through the recruitment of a Project Manager on ESG and Conformity assessment. The Project Manager will develop a framework with the aim of connecting the existing CASCO portfolio of standards with the frameworks for ESG and non-financial reporting, which will be based on research about the current landscape in ESG, including regulatory initiatives, and knowledge of conformity assessment and its application in the market. The Project Manager will work in close collaboration with colleagues in ISO/CS working on Sustainability, Strategic Partnerships and Capacity Building. The Project Manager will be the focal point for CASCO's input into the initiatives related to ESG. The incumbent will support the ISO conformity assessment related efforts to provide the tools necessary to enhance trust in the claims related to combating climate change and mitigating its impacts. As such, the Project Manager will provide research papers, regular briefings, deliver webinars, and seek to engage in new and creative ways with the ecosystems working on the topic of ESG and conformity assessment.

The Project Manager for ESG and Conformity assessment must be knowledgeable in conformity assessment matters, while having knowledge of existent assurance frameworks would be an asset. The incumbent must be both organized and dynamic, comfortable working with diverse stakeholders and teams, passionate about understanding concepts related to conformity assessment, assurance and trust in various fields of ESG. The Project Manager shall have proven skills in performing research. This role is a unique opportunity for a curious person, passionate about sustainability and conformity assessment, with an interest to advance ISO's ambitious sustainability objectives.

Key responsibilities

- Manage projects on conformity assessment and its role in ESG
- Provide focused research to understand the landscape in ESG, in order to link ISO conformity assessment standards to market and regulatory needs for non-financial disclosure, and largely for sustainability related claims
- Gather and maintain data regarding ESG frameworks, regulatory and voluntary disclosure initiatives, organizations involved in ESG

- Contribute to, along with other ISO colleagues, the provision of training for Members and Technical Experts related to ESG
- Organize webinars and other outreach events for Members on issues related to ESG
- Coordinate the creation of communications deliverables specifically for use by ISO Members, ISO Sustainability unit, other ISO CS units involved in the area of ESG
- Provide regular briefings on this subjects to interested stakeholders in ISO and beyond, as required

Reports to: Director, Conformity Assessment and Consumer Matters

Qualifications and experience

- Bachelor's degree in science or engineering preferred
- Understanding of issues related to conformity assessment and ESG, experience with implementation of CASCO toolbox or other standards such as those for financial and non-financial reporting
- Research skills
- Very good verbal and outstanding written communication skills (fluency in English is a must)
- Confident in working with a wide range of stakeholders from a multitude of cultural and professional backgrounds
- Passionate to learn and understand the technical aspects of new evolving areas
- Proficient in MS Office

Skills

We are looking for an open-minded person, who adapts quickly to different environments and can work under tight deadlines. Works very well independently with minimal guidance, taking personal responsibility for the assignments, while being capable for working in a team when need arises.

This person should have the following soft skills:

- Excellent time-management and organizational skills
- Ability to work with diversity and multi-disciplinary teams
- Flexibility/Adaptability
- Team player
- Strong interpersonal skills
- Self-motivation
- Analytical/Problem solving skills
- Identifies and aligns with ISO/CS core values: respect, integrity, collaboration, pushing boundaries, growth mindset

Start date: Upon mutual agreement

Duration: 18 months, part-time 50%



ASSISTANT – HOME-BASED SECONDMENT (MIN 60%)

Role

The Assistant is responsible for supporting the editorial team with simple editing tasks making sure to maintain the highest degree of quality, timely delivery and consistency of International Standards and related normative and non-normative documents.

The Assistant may also participate in the testing phase of strategic projects such e-learning modules on structuring and drafting of International Standards, Fonto/OSD (Online standard development), SMART pilot projects (future of publishing).

The role is designed for:

- Providing a good insight into how the ISO/CS editors are maintaining the highest degree of quality, timely delivery and consistency of International Standards and related normative and non-normative documents,
- Upskilling of staff with high potential, for the benefit of the ISO member and their active participation in the ISO system and strategic projects.

Key responsibilities

- Prepare documents for the final review before publication as well as handle any final corrections needed. This may include incorporating simple comments, applying corrections as needed, communication with Committee Managers and Project Leaders and close collaboration with ISO/CS Editorial Managers
- Help monitor the editorial consistency through the collect and analysis of most common errors
- Facilitate and troubleshoot the production of XML-based publications, including providing feedback
- Make suggestions for improvement of both the processes and the document quality
- Participate in pilot projects
- Participate in the testing of tools and applications being designed and developed as part of strategic projects, including close collaboration and communication with the projects teams
- Gather feedback and propose improvements/enhancements

Reports to: Editorial Team Leader

Qualifications and experience

- Fluency in English both written and oral
- At ease with Microsoft Word
- IT proficiency
- Basic knowledge of ISO/IEC Directives Part 2 is a plus
- Scientific background is a plus

Skills

- Curious, willing to learn and to develop to play a key role in supporting the ISO strategy
- Attention to detail
- Constructive, solution-oriented approach to improving work practices
- Good organizational, prioritization and problem-solving skills
- Excellent communication skills
- Flexible and open minded
- Ability to deal in a multicultural environment
- Identifies and aligns with ISO/CS core values: respect, integrity, collaboration, pushing boundaries, growth mindset

Start date: Upon mutual agreement

Duration: 18 months, part-time (min 60%)