

IR&TISD

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22nd April 2019

Sub: ISO Central Secretariat: TPM and EPM Secondment in Geneva: reg.

This is with reference to vacancy for secondment at the ISO Central Secretariat in Geneva for the post of an Editorial Project Manager and a Technical Programme Manager. **Last date for submitting the application is 30th April 2019.**

The ISO secondment policy is appended below. The positions are expected to last 2 years, starting in September 2019. In line with the ISO Secondment policy, the sending member bears all costs for the secondment. The Central Secretariat will help find local housing and obtain the necessary Swiss work permit. Depending on nationality, a Schengen visa may be needed to enter Switzerland.

Job description and competencies required for both the jobs as circulated by ISO are also attached herewith.

ISO Member Body staff with relevant experience and competencies may apply for the posts online at <https://iso.csod.com/ats/careersite/JobDetails.aspx?id=31&site=5> (for EPM) and <https://iso.csod.com/ats/careersite/JobDetails.aspx?id=30&site=5> (for TPM). The candidates need to submit: 1) their CV, 2) a cover letter explaining why they are suited to the role, and 3) confirmation of NSB's approval to release them for the secondment period.

-sd-

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Sc. 'F' & Head (IRD)

Head (ITS) – with a request to host on intranet



ISO SECONDMENT PROGRAMME

1. Introduction

ISO's six strategic directions for 2016-2020 are interlinked. Indeed, ISO will “*Develop high-quality standards through ISO's global membership*”, by ensuring we effectively “*Engage stakeholders and partners*”. A strong foundation in “*People and organization development*” effective “*Use of technology*”, and a focus on “*Communication*”, will help us to achieve the ultimate objective of “*ISO standards used everywhere*”.

With these strategic directions, the need to train and prepare the new generations of professionals in standardization is a key objective for the ISO community as a whole for the forthcoming years, and a priority for the Human Resources team at the ISO Central Secretariat (ISO/CS). The programme outlined in the following sections and attached graphic summary proposes a path for the development of an **ISO secondment programme**

2. Objectives

This secondment programme should provide a framework for secondments within the ISO family with the aim to reach the following objectives:

- a) Contribute to the realization of ISO strategic objectives;
- b) Value and share the unique talents, experiences and viewpoints across the ISO family, more specifically between ISO members and ISO/CS;
- c) Cultivate and strengthen long-term relationships and partnerships between ISO/CS, ISO members and other key stakeholders;
- d) Provide opportunities for professional development to talents in the standardization world;
- e) Develop a new generation of standards professionals in line with ISO/CS and ISO members' succession planning efforts.

3. Ownership and responsibilities

ISO/CS and more specifically the Human Resources department will be responsible for the secondment programme. The programme owner will coordinate with ISO/CS' team leaders and members on secondment opportunities.

The Leadership Team (LT) will be responsible for investigating the needs and identifying positions for the programme at ISO/CS. Secondment opportunities to be opened during the following year will be defined and validated by the LT during the yearly budgeting process.

The ISO Membership Team will liaise with ISO members to evaluate their capacity and interest to take an active part in the programme.

The business owner in the respective departments will be responsible for overseeing the secondees during the entire duration of the secondment.

4. Costs

National Standards Bodies (NSBs) interested in participating in the programme will be responsible for all costs related to the secondments. These includes:

- Compensation (salary and bonus);
- Swiss social charges;
- Relocation costs and support for the secondee (and their family if applicable);
- Travel costs to and from the place of assignment (and their family if applicable).

All other travel costs required for the secondee to fulfill their professional objectives will be covered by ISO/CS or the host country.

5. Eligibility

The programme is open to professionals already working in the area of standardization in a NSB. Secondment positions are reserved for permanent staff active in technical areas, supporting functions or project management with at least 3 years' experience in the home organization.

6. Recruitment process

Open secondment positions at ISO/CS are communicated to all NSBs by the Membership Team. Interested parties are invited to apply directly to RH@iso.org (*later directly on the Career site of ISO.org*).

To ensure fairness of treatment, a set of prerequisites is defined for each position and communicated transparently to the NSBs. Upon reception of candidates' application, a complete selection process is carried out, including interviews with a panel of internal stakeholders.

For equivalent competencies, priority will be given to candidates from NSBs with no prior secondment experience at ISO/CS.

7. Terms and conditions

At ISO/CS the selected secondee will receive an employment contract for the period of the secondment. The secondee will be subject to Swiss employment law and will abide by the ISO/CS staff rules. The secondee will receive and benefit from:

- A job description;
- A salary consistent with local salary benchmarks;
- Benefits offered to local hires, with the exception of relocation and temporary housing costs.

In principle, the duration of secondments will be comprised between 18 to 36 months (exceptions may apply).

In parallel, a secondment agreement will be signed by the three parties: home country, host country and secondee to define the terms and conditions of the secondment. At the end of the secondment, the NSB commits to reintegrate the secondee into their organization.



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Editorial Project Manager (Secondment for Members)

Role

The Editorial Project Manager (EPM) is responsible for the management of the overall editorial development of a set of assigned projects. The EPM needs to maintain the highest degree of quality, clarity, timely delivery and consistency of International Standards and related normative and non-normative documents, as well as conformity with the ISO rules and policies.

Key responsibilities

- Prepare the different language versions of a document (English being the reference language) for subsequent processing and authorize the publication
- Handle the editorial evaluation of English versions of documents at different stages, including providing direction, guidance and comments to committees or committee leaders
- Work closely with committee leaders
- Handle the resolution of recurring or specific problems with committee leaders
- Provide editorial support to committees
- Manage projects through all stages of the standards development process
- Reach all milestones within tight deadlines, including publication, in line with production and quality objectives (or targets)
- Facilitate and troubleshoot the production of XML-based publications, including providing feedback

Report to: Editorial Team Leader

Qualification and Experience

- 3 years of editorial experiences in the publishing industry, preferably in science publishing
- University degree
- Strong editing skills and successful experience in managing authors
- Experience and knowledge of assigned market sector(s) or proven ability to acquire and apply such knowledge
- Excellent command of English and a good knowledge of French, other languages are an asset
- At ease with Microsoft Word
- At ease with modern publishing technologies. Knowledge of Inera, eXtyles or In Design is an asset

Skills

- Ability to adapt quickly to different environments and to work under pressure
- Excellent communications skills
- Excellent project management skills
- Ability to work both as part of a team in a production environment as well as autonomously
- Good organizational, time-management and problem-solving skills
- Self-motivation and innovative attitude
- Attention to detail
- Active team player with a positive and proactive attitude
- Ability to deal in a multicultural environment

Starting date: September 1st



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Technical Programme Manager (Secondment for Members)

Role

Reporting to a Technical Group Manager, the Technical Programme Manager delivers results by monitoring the performance of his/her programme.

Key responsibilities

- Manage and coordinate the work programmes of different technical committees
- Apply and communicate rules, policies and Technical Management Board decisions related to standards development and production
- Provide assistance, guidance and training (where necessary) on ISO and ISO/IEC procedures to committee secretaries, chairpersons and members
- Act as the primary interface between technical committees and ISO/CS including development of briefings and updates
- Represent ISO at selected ISO and other organizations' meetings
- Respond to developing areas of work (TS/Ps), reviewing proposals, their impact on related areas of work and making suggestion to improve clarity and completion of text as well as relevant liaisons
- Building a network of contacts and fostering increased participation of related organizations in existing and potential new ISO committee activities

Other activities related to collaboration with other ISO Central Secretariat units

- Contribute to marketing and communication activities as requested by the HoSD (Head of Standards Development) and/or the TGMs (Technical Group Managers)
- Ensure effective collaboration with the Production Unit and the Editorial Programme Managers (EPMs)
- Contribute to activities of different groups established by the TMB or ISO-CS (e.g.: supporting the elaboration of strategies in specific sectors, contributing to internal projects of the organizations, working with partners, managing Task Groups, Strategic Advisory Groups, acting as Secretary to relevant TMB sub-groups, etc...)
- In conjunction with IT Business Analysts, lead the development of ISO CS tools and applications (e.g. Product Owner for Meetings, Projects, Zoom, etc.)

Report to: Technical Team Leader

Qualification and Experience

- At least 6 years of experience managing successful projects within a global environment
- Fluent in English (with very good writing skills), knowledge of French and other languages is an asset
- Experience in a standardization-related organization is a strong asset
- University-level education
- IT literate, MS Office proficient

Skills

- Excellent at managing projects and driving work forward
- Excellent communicator, with the ability to handle conflicts with assertiveness in projects
- Ability to operate and influence at appropriate levels in various business environments
- Ability to see the big picture, balanced with being detail orientated
- Ability to think critically, be solution oriented and take ownership of tasks with minimal guidance
- Capability to improve processes, acting as a catalyst for change and innovation throughout the organization
- Consistently produces high quality work, recognises priority issues and refers upwards where appropriate
- Willingness to learn and develop within a multicultural and friendly environment

Starting date: September 1st