



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.

Job Description - Editorial Project Manager

Editorial Project Manager, Band B

General description and purpose of the position

The Editorial Project Manager (EPM) is responsible for the management of the overall editorial development of a set of assigned projects. The Editorial Project Manager 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/activities/tasks

- 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 via electronic means
- 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

Reporting line

The Editorial Project Manager responds to the Editorial Team Leader.

Persons acting as a back-up in case of absence

In case of absence, the back-up will be done by the other EPMs in conjunction with the Editorial Team Leader.

Competencies

Profile

- 3 years of editorial experience in the publishing industry, preferably in science publishing
- Experience and knowledge of assigned market sector(s) or proven ability to acquire and apply such knowledge
- Successful experience in managing authors

Education

- University degree

Skills & Languages

- Strong editing skills
- Excellent command of English and good knowledge of French; other languages are an asset
- Ability to adapt quickly to different environments and to work under pressure
- Excellent communication skills and ability to influence across the business and to maintain awareness of sensitivities within projects
- Excellent project management skills
- Ability to work both autonomously and as part of a team in a production environment
- Good organizational, time-management and problem-solving skills
- Self-motivation and innovative attitude
- Active team player with a positive and proactive attitude
- Ability to work in a multicultural environment