

Email received from ISO Central Secretariat regarding Vacancy Notice for the Post of Project Manager at ISO CS (temporary basis):

Dear ISO Member CEOs,

We have a new temporary job opening at the Central Secretariat in Geneva for a Project Manager to support the ISO technical committees, the ISO/CS production team and the ISO/CS standard development team. The position is fixed term and unaccompanied from April to November 2019, replacing a colleague who will be taking maternity leave. A job description is attached.

This could be an excellent training opportunity for an experienced member of your team who is keen to spend a short time in Switzerland learning about the ISO system from the Central Secretariat perspective. The current job holder will provide training before she leaves.

ISO will pay the salary according to local benchmarks, and travel costs to and from Geneva and the place of hire. 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.

Please circulate this job opening among your team. Candidates should apply through this link - <https://iso.csod.com/ats/careersite/JobDetails.aspx?id=22&site=5> - by Friday 25 January 2019 with: 1) confirmation of your approval to release them for the post 2) their CV and 3) a cover letter on why they are best suited to the role. We look forward to receiving applications.

If you need more information, do let me know. To note, the ISO Central Secretariat will close on Friday 21 December for the holidays and reopen on 3 January 2019.

Best regards and all good wishes for the new year,

pamela tarif

head, membership | iso central secretariat | phone: +41 22 749 0413 | mobile : +41 79 824 0937



We are ISO, the largest developer of International Standards. We bring together experts, to share knowledge and develop standards that provide solutions to global challenges. This is because we believe that great things happen when the world agrees. We have an exciting opportunity at our Central Secretariat in Geneva.

Project Manager (100%)

Role

The Project Manager's (PM) role provides a service to the technical committees, the ISO/CS production team and the ISO/CS standard development team.

Key responsibilities

- Manage requests and queries received in the shared inbox from the technical committees;
- Work in close collaboration with PM colleagues;
- Ensure that requests treated are in accordance with the ISO/IEC Directives and in consultation with the relevant Technical Programme Manager (TPM);
- Manage requests received from Technical Programme Managers;
- Manage all registrations related to the standard development stages, these include for example the registration of roles in the global directory, managing relevant documents received via the submission interface and project information registration in the ISO database;
- Liaise with the production team.

Qualification and experience

- At least 5 years of experience in administrative functions
- Fluent in English (with excellent writing skills), knowledge of French and other languages is an asset
- IT literate, MS Word to a high standard and any project management methodologies
- Experience in a standardization-related organization is a strong asset

Skills

- Solid organization and time-management skills
- Good interpersonal skills
- Willingness to learn and develop within a multicultural and friendly environment

Starting date: April 2019

Duration: 7 months