

ISO Central Secretariat

1, ch. de la Voie-Creuse
Case postale 56
CH - 1211 Genève 20
Switzerland

Telephone + 41 22 749 01 11
Fax + 41 22 733 34 30
E-mail central@iso.org
Web www.iso.org

Organisation internationale de normalisation
International Organization for Standardization
Международная Организация по Стандартизации



Alan Bryden
Secretary-General

**TO THE ISO MEMBER BODIES AND
CORRESPONDENT MEMBERS**

Our ref. SG/Recruit

Date 2007-07-03

Recruitment of a Director for the ISO Development and Training Programmes

Dear Sir or Madam,

Dr. Bernardo Calzadilla, Director, Development and Training Programmes, has informed us that he wishes to undertake another stage of his career outside of ISO, after having successfully launched and developed the corresponding Unit of the ISO Central Secretariat. This Unit was created in 2003 to support the implementation of the *ISO 2005-2010 Action Plan for developing countries* and the development of training programmes open to the whole ISO membership. Dr. Calzadilla will leave us on 30 September 2007, and will therefore see through the upcoming DEVCO Plenary and associated meetings scheduled next September.

The position which is thus open is that of Director, ISO Development and Training Programmes. It covers, without change, the responsibility for the corresponding Unit at the ISO Central Secretariat (ISO/CS), the DEVCO secretariat, the coordination of our Regional Liaison Officers, and the contacts with donors as well as the management of related contracts and funds in trust. This Unit is also responsible for the management of the ISO Award for higher education in standardization.

A vacancy notice for this position is attached. I would very much appreciate your assistance in bringing this notice to the attention of qualified individuals in your country. The notice is also publicized through our website to the ISO Central Secretariat staff and to international organizations.

Please note that the closing date for receipt of applications is **31 July 2007**.

Yours sincerely



Alan Bryden

Enclosure

cc. President
Vice-President (policy)
Vice-President (technical management)
Treasurer
General Secretary IEC



ISO CENTRAL SECRETARIAT VACANCY NOTICE

DIRECTOR, ISO DEVELOPMENT AND TRAINING PROGRAMMES

ISO (the International Organization for Standardization) is a specialized international non-governmental organization for standardization and related matters. Its members are the national standards bodies of 154 countries. ISO is not part of the United Nations, although it has many technical and policy relationships with UN agencies. The ISO system, constituted of its national members, the experts and the Central Secretariat, delivers international technical agreements, which are published as International Standards, Guides and other deliverables, and adopted voluntarily for use in many countries and regions. The Central Secretariat is located in Geneva. It has a staff of approx. 160 and is in charge of the overall coordination and support for the production and promotion of ISO standards and other deliverables in the otherwise decentralized ISO system, involving 50 000 experts working in near to 3000 Technical Committees, subcommittees and working group (see: www.iso.org).

ISO has decided to enhance its programmes to assist developing countries in building capacity and participating in international standardization and related activities, as well as its involvement in providing training material and services to be implemented by the Central Secretariat, directly, through the Internet or by its members.

The position

The Director, ISO Development and Training Programmes (DEVT) is in charge of the Unit within the ISO Central Secretariat (ISO/CS) that develops and monitors the implementation of the ISO 2005-2010 Action Plan for Developing Countries and provides training services, in particular, to the ISO members.

The ISO Action Plan for Developing Countries consists of diversified actions such as raising stakeholder awareness, assisting in building national capacity, organizing regional workshops and seminars, facilitating participation of developing countries in ISO's technical work, providing support to its members for the acquisition and implementation of IT tools related to the standards development process and dissemination, developing manuals and guides or allocating individual fellowships. Increasingly, some of the actions are supported by donor agencies, and extensive collaboration has been developed with international agencies such as UNIDO of the International Trade Center (ITC).

The ISO Training Programmes cover the development and implementation, either directly or through ISO members or other organizations, of educational and training material and services related to standardization and associated activities, directed towards the staff of ISO members, professionals and experts involved in the standardization process, and higher education. These materials and services may naturally be used in the context of the ISO Action Plan for Developing Countries. Expertise for their development and implementation is drawn from the ISO/CS staff or from external experts and consultants. A catalogue of "training modules" has been developed and is being deployed both in Geneva and at the regional level. It contains also tutored e-learning modules.

Key responsibilities

The Director, ISO/DEVT, is responsible for the overall management of the Development and Training Services unit within the ISO/CS. He reports to the Secretary-General.

The Director, ISO/DEVT, provides the Secretariat of DEVCO, the Policy Development Committee in charge of monitoring the ISO Action Plan for Developing Countries, which reports to the ISO Council.

The Director, ISO/DEVT, coordinates the activities of the ISO Regional Liaison Officers.

Regarding financial resources, the basic infrastructure is supported by the ISO/CS budget, but individual actions may be financed by funds in trust provided by ISO members, through donations and contracts from international, regional or national donor agencies or through the invoicing of services. The ISO/DEVT Services is in charge of the operational contacts with donors and beneficiaries of training services, and the negotiation and administration of corresponding contracts. The Director, ISO/DEVT, is therefore responsible for the preparation and implementation of the corresponding budget.

The Director, ISO/DEVT, is responsible for the structuring and organization of the elaboration and delivery of educational and training services and materials.

Profile

The successful applicant should have the following personal and professional competencies and qualifications:

- **Personal characteristics**

The successful candidate will have a sound track record of exercising management responsibilities, team work, balanced judgement and ability to communicate.

- **Leadership**

This person must have a proven track record for managing a service with a significant budget and degree of external exposure.

- **Diplomacy**

Experience in international relations, together with full tolerance and understanding of cultural and economic difference are key assets.

- **Professional Skills and experience**

Professional education and successful experience in at least two of the following is necessary: experience in the area of standardization and related activities, preferably in a developing country context; experience in the development and implementation of educational and training materials; experience in the negotiation, management and implementation of contracts for technical assistance to developing countries.

- **Languages**

Fluent written and oral practice of English is indispensable. Excellent practice of a second language, e.g. French, Russian (the other two ISO official languages), Spanish or Arabic will be another key asset.

- **Academic qualifications**

University level education is required. Management training is considered important, as well as training and experience in the implementation of ISO management systems standards.

Compensation

Salary and compensation levels are comparable and competitive with equivalent executive positions in the international Geneva environment.

Location

Geneva, Switzerland

Desired starting date

1 October 2007

Applications, together with curriculum vitae and reference list should be sent to

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with the mention "confidential"

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