

THE GAMBIA STANDARDS BUREAU (TGSB)

130 Kairaba Avenue, Tel: 4494512/13/14

JOB PROFILE

Position: **DIRECTOR OF STANDARDIZATION DIVISION**

Number required: 1 person

Reporting Line: Reports to the Director General

The position of Director of Standardization Division is a Senior Management position created to provide strategic leadership, operational and managerial direction to the Standardization Division of the Bureau.

Key Responsibilities

- Lead Standardization activities including publication of approved standards;
- Oversee and manage all Technical Committees of the Bureau;
- Oversee the operations of the Standards Information Center and WTO TBT Enquiry Point;
- Develop Procedures for the Standardization Division and oversee their implementation and maintenance;
- Conduct training as and when required for staff, stakeholders and customers;
- Contribute to the content and participate in the marketing and outreach initiatives of the Bureau;
- Provide when required, support to the work of the Conformity Assessment and Metrology Divisions;
- Coordinate and participate in the work of Regional and International Standardization Bodies;
- Contribute to the development and implementation of the appraisal, monitoring and evaluation systems of the Bureau
- Contribute to the preparation of the Bureau's Work Plans and Budgets and take the lead in the preparation of the Work Plans and Budgetary requirements of the Division;
- Conduct periodic reviews of operational progress and making adjustments where relevant;
- Participate in the Performance Appraisal of Staff of the Standardization Division;
- Ensure compliance with the Copyright requirements and marketing and sales policies of standards and related information at all times;
- Manage the database of published national and other standards and production of the Standards Catalogue;
- Actively contribute to the income-generation and financial sustainability of the Bureau;
- Any other duties that may be assigned by the DG

Leadership and Management

- Provide strong visionary, strategic and exemplary leadership in the management of the Standardization Division within the overall Vision, Mission and Strategy of the Bureau;
- Implement the necessary managerial and change management strategies required for the growth of the Bureau towards the achievement of its Strategic Objectives;
- Contribute actively to creating and sustaining networks and partnerships in line with Strategic Objectives of the Bureau;
- Promote a culture of high performance and efficiency through appropriate leadership in order to create confidence in the output of the Standardization Division and thereby inspire a sense of ownership among staff and other stakeholders.

Administration

- Define and document the work processes of the Standardization Division
- Ensure the establishment and documentation of the operating procedures of the Standardization Division, oversee its operation and coordinate the activities of its Units to ensure effective work flow;
- Ensure that all Contracts and MOUs of the Standardization Division are properly negotiated, duly signed and implemented along with the required institutional documentation;
- Ensure the highest standards of ethical conduct in the discharge of the functions of the Standardization Division by developing and implementing Code of Conduct for the Standardization work that are consistent with international best practices and the TGSB Act so as to ensure integrity, transparency, and accountability;

Communication and Reporting

- Prepare a variety of reports periodically as and when required;
- Maintain effective channels of communication and cooperation among and between the Bureau's Customers and stakeholders;
- Provide regular and prompt feedback and recommendations to the DG on issues and opportunities.

Required Qualifications and Experience

- Masters Degree in a Physical/Natural Science subject/Engineering/related Multidisciplinary specialization
- Must have at least three (3) years experience in the work of Standardization;
- Relevant training Certificates in one or more of Standardization/Metrology/Conformity Assessment/Accreditation will be an asset.
- Ability to perform effectively in a multicultural environment;
- Good interpersonal relationship and team building skills;
- Must be a proactive self-starter with the ability to work independently;
- Must have excellent communication skills;
- Excellent IT skills.

Remuneration: Highly competitive with good prospects for professional development.

Submission of Applications

Application dossiers (Application letter, CV, copies of relevant certificates) should be in sealed envelope clearly marked with the position applied for and delivered to the following address (in the case of hard copies). Electronic applications should be sent to sdrammeh@tgsb.gm / mnjie@tgsb.gm.

Director General
The Gambia Standards Bureau
130 Kairaba Avenue

Deadline for receipt of applications: **TUESDAY, 4 DECEMBER 2018 AT 1600 HRS.**

Women are highly encouraged to apply.

NB: We thank all who submit applications. However, we are unable to acknowledge or advise the outcome of our evaluations to all applicants and therefore only shortlisted ones will be contacted.