

THE GAMBIA STANDARDS BUREAU (TGSB)

130 Kairaba Avenue, Tel: 4494512/13/14, Email: thegambiasb@gmail.com

JOB PROFILE

Position: STANDARDS OFFICER

Number required: 1

Reporting line: Director of Standardization Division

Main Responsibilities:

- Lead the process of development of Standards;
- Serve as Technical Officer and Secretary to Technical Committee for Petroleum to develop Standards;
- Participate in Conformity Assessment activities;
- Participate in research relevant to standards development and conduct literature survey;
- Provide on-the-job training and capacity-building for stakeholders and subordinates;
- Implementation of projects and meeting timelines;
- Develop relevant procedures and protocols;
- Participate actively in the marketing and outreach activities of the Bureau;
- Participate in awareness-creation and information-dissemination on the Quality Infrastructure;
- Initiate and sustain stakeholder engagement to enhance their participation in the development of standards;
- Any other duties that may be assigned by the Supervisor and DG.

Education, Work Experience and Competencies:

- Minimum BSc in Chemistry, Chemical Engineering, Petroleum (any specialization) or related disciplines;
- Relevant experience in one or more pillars of the Quality Infrastructure will be an advantage;
- Knowledge in Standards implementation in an Institution will be an asset;
- Good planning, organizational and time-management skills;
- Good interpersonal relations and communication skills;
- Excellent IT skills;
- Good report-writing and presentation skills.

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.