

JOB PROFILE

POSITIONS:

DIRECTOR OF CONFORMITY ASSESSMENT DIVISION

Number required: One (1)

Reporting Line: Director General

The position of Director of Conformity Assessment Division is a Senior Management position created to provide strategic leadership and managerial direction to the setup, coordination, development, operation and functioning of the Inspection, Testing and Certification Units of the Conformity Assessment Division (CAD) of the Bureau.

Main Responsibilities:

- ✔ Establish and implement all key structures and institutional documentation of the Inspection, Testing and Certification Units of the Conformity Assessment Division.
- ✔ Effectively participate and contribute to the work of the Standardization and Metrology Divisions and associated activities of Regional and International Standardization Bodies in which the Bureau is a Member, with a particular focus on Conformity Assessment matters;
- ✔ Establish Work Plans, Budgets, and various indicators to facilitate the measurement of results, as well as ensure the effective allocation of resources;
- ✔ Conduct periodic reviews of operational progress, making mid-course modifications and adjustments where relevant;
- ✔ Develop and execute approved Training Plans and conduct/facilitate training where appropriate to Staff of the CAD;

Leadership and Management

- ✓ Provide strong visionary, strategic and exemplary leadership in the management of the CAD 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;
- ✓ Ensure that the Bureau has strong business networks and a positive image at various levels of Regulatory Bodies, industry and enterprises;
- ✓ Create a culture of high performance and efficiency through appropriate leadership in order to create confidence in the output of the CAD and thereby inspire a sense of ownership among staff and other stakeholders.

Administration

- ✓ Develop the CAD operating procedures, direct its day-to-day operation and coordinate the activities of its Units to ensure effective work flow;
- ✓ Ensure that all Contracts and MOUs of the CAD are properly negotiated, duly signed and implemented along with the required institutional documentation;
- ✓ Ensure that the required tools, equipment and logistics for the effective operations of the CAD are procured and fully functional at all times.

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 clients and stakeholders;
- ✓ Provide regular and prompt feedback and recommendations to the DG on issues and opportunities.

Ethics

- ✔ Ensure the highest standards of ethical conduct in the discharge of the functions of the CAD by developing, implementing, and maintaining effective and comprehensive ethics, anti-fraud, and anti-corruption rules, policies and guidelines that are consistent with international best practices and the TGSB Act so as to ensure integrity, transparency, and accountability;
- ✔ Ensure adherence to anti-corruption and ethical rules of conduct by the staff of the CAD, Contracted parties and during procurement of services by enforcing ethical business practices;

Human Resource Management

- ✔ In liaison with HR, assist in ensuring that at all times, the CAD has competent and experienced human resources to undertake its work in an efficient manner;
- ✔ Ensure that in the event where the CAD does not have at its disposal the human and material resources of sufficient quality and competency necessary for meeting specific client requests, competent Contractors are procured to carry out such services;
- ✔ Be responsible for the definition of Job Specifications and recommend for training of staff of the CAD;
- ✔ Conduct periodic performance evaluations for direct reports and ensure that their knowledge and skills are consistently improved to maintain optimum levels of work efficiency;

Academic Qualifications and Required Experience

- ✔ A Masters Degree in a Physical Science subject/Engineering/related Multidisciplinary specialization
- ✔ A postgraduate qualification in Project Management/Business Administration/equivalent management-related field of study.



- ✓ A training certificate in Conformity Assessment will be an asset.
- ✓ Minimum of ten (10) years increasingly responsible broad experience in any of the components of Conformity Assessment (inspection, testing, certification). Alternatively, similar experience in quality issues at an enterprise or organizational level will be considered.
- ✓ Ability to perform effectively in a multicultural environment;
- ✓ Proven interpersonal relationship and team building skills;
- ✓ Must be a proactive self-starter with the ability to work independently;
- ✓ Excellent leadership skills and ability to analyze and interpret scientific and technical data to draw sound decisions;
- ✓ Must have excellent communication skills ;
- ✓ Must demonstrate high ethical conduct and integrity.

Remuneration: Attractive and highly competitive with good prospects for professional and career growth.

Submission of Applications

Applicants should submit an Application Letter and CV in a sealed envelope and clearly marked: **APPLICATION FOR Director of Conformity Assessment Division** and addressed to the following. Electronic applications should be sent to **hr@tgsb.gm**.

Director General
The Gambia Standards Bureau
Kotu East, Kotu

Deadline for receipt of applications: **FRIDAY, 29 NOVEMBER 2024 AT 12 NOON.**

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.