

# JOB PROFILE

## POSITIONS:

### STANDARD OFFICER FOR CONSTRUCTION AND CIVIL ENGINEERING

**Reporting Line:** Director of Standardization Division

#### Main Responsibilities:

- ✓ Lead the process of development of Standards in the Construction and Civil Engineering sector;
- ✓ Serve as Technical Officer and Secretary to Technical Committee for Construction and Civil Engineering;
- ✓ 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 Construction, Civil Engineering, Architectural Engineering 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

Applicants should submit an Application Letter and CV in a sealed envelope and clearly marked: **APPLICATION FOR STANDARDS OFFICER FOR CONSTRUCTION AND CIVIL ENGINEERING** and addressed to the following. Electronic applications should be sent to [hr@tgsb.gm](mailto: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.



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