



International
Organization for
Standardization

ISO Central Secretariat
Human Resources Services
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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 157 countries.

The ISO Central Secretariat is located in Geneva. It has a staff of approximately 150 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.

We currently have an opening within our Standards department in the ISO Central Secretariat (ISO/CS) for a

Technical Programme Manager
Transportation, Information technology
and related areas

Duties will include:

- management and coordination of the technical programme of ISO Committees dealing with the transportation;
- application and communication of ISO Directives, policies and Technical Management Board decisions related to standards development and production;
- assistance, guidance and training (where necessary) on ISO procedures to committee secretaries, chairpersons and members;
- primary interface between ISO committees and ISO/CS (including development of briefings and updates within ISO/CS and as contact point for information and assistance to external requests);
- promotion of the development of new areas, including networking and fostering increased participation of related organizations in existing and potential new ISO committee activities;
- monitoring of market relevance and business context of the related international standards development efforts.

University-level education is required, with at least five years related experience in industry (transportation, ICT) or with a standardization-related organization. Knowledge of ISO procedures and working methods, as well as a good background in information technology are required.

The selected candidate must have excellent critical thinking and organizational skills as well as the ability to maintain a global view while multi-tasking in a busy environment.

If you are fluent in English (French language fluency being an asset), with experience in the use of project management tools and collaborative systems and are willing to travel (up to 20%), please email your application to jobs@iso.org (ref. TPM/TG1) by **30 May 2008**.