



Head: Standardization Division

Job Summary

Reporting to the Director, the Head: Standardization Division plays a key role in the development of standards and technical regulations. The Head: Standardization Division will act as the focal point for all standards related information within the Grenada Bureau of Standards (GDBS).

Key Responsibilities

1. Managing, supervising and appraisal of subordinate staff, including monitoring their progress and making recommendations where necessary;
2. Preparation and execution of the standards development work programme;
3. Facilitate the work of technical committees through the preparation of required documents and coordination of meetings;
4. Facilitate the work of the CODEX Alimentarius committee;
5. Manage the WTO/TBT Enquiry point;
6. Manage and disseminate standards related information;
7. Maintain a current listing of national and regional standards;
8. Preparation of quarterly and annual reports;
9. Assist in the implementation of GDBS compliance programmes (when required);
10. Implement corrective and preventive actions (when required);
11. Represent GDBS at national, regional and international meetings and forums;
12. Facilitate training programmes to internal and external clients (when required);

Qualifications & Requirements

- Master's degree in one or more disciplines covered by the work of the Bureau, e.g. Food Science, Chemistry, Management, etc. plus a minimum of five (5) years experience in the field of standards;
- Experience in the preparation, selection or application of standards, or a preparedness to undergo training in standards work is essential;
- Experience with managerial disciplines and the supervision of staff (2 years preferably).

Applications should be submitted via e-mail, gdb1989@gmail.com and should be addressed to: Human Resources Officer, Grenada Bureau of Standards, Queen's Park, St. George's.

Deadline for submission of application: **August 8th, 2024**

Only suitable candidates will be acknowledged.