



CARICOM REGIONAL ORGANISATION FOR STANDARDS AND QUALITY (CROSQ)

TERMS OF REFERENCE

TECHNICAL OFFICER - STANDARDS

Introduction

The CARICOM Regional Organisation for Standards and Quality (CROSQ) was established in 2002 by a Caribbean Community (CARICOM) treaty as an Intergovernmental Organisation. CROSQ's main objectives are the development and harmonisation of standards, metrology, mutual recognition of accreditation and certification systems and facilitation of the achievement of international competitiveness of regional goods and services produced and provided in the Community. Since the inception of CROSQ, the focus has shifted over the years from regional standards development and standards harmonization throughout the region to the development of the basic regional quality infrastructure architecture and equivalence.

General Functions

Primarily responsible for the technical work of CROSQ in regional standards development, harmonisation and implementation. Facilitates the development and training associated with needed Standards infrastructure.

Specific Functions

1. Communicating with Member States and with industry to arrive at consensus on technical specifications.
2. Providing technical support to the Technical Management Committee (TMC), its Regional
3. Technical Committees (RTCs), Editorial Committee and all CROSQ projects.
4. Monitoring the implementation of CARICOM Standards by Member States.
5. Arranging for the dissemination and promulgating of regional standards.
6. Monitoring and evaluating developments in standardisation (e.g. new test methods, test requirements etc.) and reporting findings on the implication of such developments to the Executive Secretary and other parties who may be affected.
7. Presenting and representing CROSQ initiatives and views to industry groups and Member States.
8. Supporting recommendations for submission to the COTED, including compulsory standards for approval.





9. Keeping abreast of regional, national and international standards.
10. Preparing technical reports and other related documentation.
11. Preparing and submitting monthly progress reports to the Executive Secretary in respect of the activities assigned and the status of those work assignments.
12. Assuring alignment and complementarity with CROSOQ's strategy and activities of other projects in the corresponding technical area.
13. Working collaboratively to support the Technical Team and create alignment with other technical areas and interventions.
14. Performing such other reasonable duties as may be assigned by the CEO, CROSOQ.

Minimum Qualifications and Requirements

Education

- (a) Degree in the Sciences with an emphasis on chemistry and/or physics.

Experience

- (a) A minimum of 5 years working experience in standards or standards related organization.
- (b) Experience in implementing quality standard systems and conformity assessment systems

Key Competencies

- (a) Project management certification is an asset.
- (b) Computer literacy, with a strong working knowledge of Microsoft Office including MS Project Management.
- (c) Excellent verbal and written English; working knowledge of another regional language, in particular Spanish, is an asset.
- (d) Knowledge of Quality Assurance, Conformity Assessment, and Metrology is an asset.
- (e) Good organization and priority management skills.
- (f) Excellent science based research, analytical and problem solving skills.
- (g) Ability to work with direction as well as take initiative to move projects forward.
- (h) Strong facilitation skills
- (i) Strong interpersonal skills with the ability to interact effectively with groups of diverse individuals.
- (j) Excellent leadership and conflict resolution skills.
- (k) Excellent customer service orientation.





Reporting Relationship: Chief Executive Officer

Positions Supervised: Administrative Assistant - Standards

Principal Organisation Relationships:

-Internal:

Chief Executive Officer

Staff

-External

National and Regional Standards Bodies

International Trade and Standards Organisations CROSQ Technical Management Committee Member States

Other regional organisations impacting standards development such as PAHO and partnering with CROSQ on regional projects e.g. CTO, CDERA, CAHFSA and CRFM.

Regional industry organisations related to specific goods and services

Duty Station: *Baabab Towers, Barbados*

To apply, please email your Application letter and CV or Resume [**crosq.caricom@crosq.org**](mailto:crosq.caricom@crosq.org)

For the attention of Shamone Carter, using the caption **Technical Officer – Standards**

Closing date for applications is **May 10, 2024**

Only Short Listed Candidates will be acknowledged

