



## **EMPLOYMENT OPPORTUNITY AT IQNet LTD**

**IQNet - The International Certification Network** was founded as an association in 1990. The association currently incorporates 36 partner organisations with more than 200 subsidiaries worldwide. IQNet is the leading global network in the conformity assessment industry.

In 2005, IQNet Ltd was founded as a wholly owned subsidiary of the IQNet Association. IQNet Ltd is a global Certification Body for unique and specialist conformity assessment schemes, providing services in diverse specialist fields including:

- Sustainability and Quality of Life
- Corporate Governance
- Innovation and Excellence

Due to substantial business growth, IQNet Ltd seeks to engage a suitably qualified person to assume the full-time role of

### **TECHNICAL MANAGER**

The Technical Manager will report directly to the IQNet Managing Director. The candidate must be willing to take residence and work in Switzerland, from where the administrative support services operate. Although this role could involve a significant amount of travelling, the IQNet Head Office (located in Bern) will remain the central point of activity.

### **SPECIFIC ACCOUNTABILITIES**

#### Industry Recognition

- Uninterrupted maintenance of existing accreditations / industry recognition; with further expansion to others according to business needs
- Representation of IQNet with industry stakeholders and forums including accreditation bodies, associations and conformity assessment interest groups

#### Systems and Processes

- Product management of the IQNet Ltd conformity assessment schemes and related services
- Provision of partner support services for global client certification activities, partner capability sharing opportunities and auditor certification issues
- Increase the efficiency and effectiveness of internal management systems and operational processes
- Perform certification management duties
- Uphold and enhance systems associated with audit resource management, including the qualification and on-going training of auditors across all schemes



### Growth and Development

- Promotion and growth of each IQNet Ltd conformity assessment scheme
- Increase IQNet partner up-take of each IQNet Ltd conformity assessment scheme
- Expand IQNet partner adoption of global client certification services, partner capability sharing opportunities and auditor certification services
- Assist with the development and operational launch of new IQNet products and services

### Reporting

- Analyse and report on the performance of IQNet Ltd conformity assessment schemes and services , with the objective to achieve system improvements and enhanced growth

### **QUALITIES AND QUALIFICATIONS**

- Qualified Lead Auditor with broad experience in Social Accountability SA8000 and BSCI (Business Social Compliance Initiative) conformity assessment schemes. Experience with risk management disciplines such as environmental, occupational health and safety or other specialist programs including BCM (Business Continuity Management) would be well regarded.
- Experience in certification management, product development and launch
- Advanced marketing, sales and communication capabilities
- Self-driven individual with successful management experience and skills obtained within an international environment
- Excellent communicator, considerate to all stakeholder requirements
- Fluent in English (verbal and written). Basic command of German, French or Italian would be an asset; other languages may also be advantageous
- Professional demeanour with an engaging personality; able to liaise with all stakeholders

The employment contract will be in line with prevailing Swiss employment conditions. Engagement and salary will be negotiable based on the candidate's experience, qualifications and proven capabilities. Travel expenses will be reimbursed at cost. IQNet is an equal opportunities employer.

To apply for this position, please send your electronic curriculum vitae to [tony.dipalma@iqnet.ch](mailto:tony.dipalma@iqnet.ch) by

**26 March 2010**

Short listed candidates will be invited for an interview before mid-April 2010.

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