



GS/GUIDE/JOB
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For SMIIC use only

GUIDE
ON
JOB DESCRIPTIONS
IN
THE STANDARDS AND METROLOGY INSTITUTE FOR
ISLAMIC COUNTRIES (SMIIC)

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1. PURPOSE AND SCOPE

- 1.1. This Guide defines job descriptions of each post in the SMIIIC General Secretariat as well as Chairman and Vice-Chairmen of the Board of Directors specifying the following:
- a) Title and category of the posts,
 - b) Required qualification,
 - c) General description of duties and responsibilities of the posts.
- 1.2. The procedures for the election/appointment/assignment of the posts within SMIIIC organs are given in detail in the related SMIIIC Internal Regulations (*Statute, Rules of Procedure, Staff Regulations, Terms of References, etc.*). Some information given in this Guide is compiled from these related documents.
- 1.3. The job descriptions that do not exist in this document (*Chair and Vice-Chair of Councils, Chairperson and Secretary of Technical Committees, etc.*) will be given in the Terms of Reference (ToR) of relevant Councils and Guide and Directives of the Technical Committees and are excluded out of the scope of this document.

2. LEGAL BASIS

This Guide has been prepared according to the Article 6.2.4 (g) of the SMIIIC Statute (*Defining the job descriptions of SMIIIC staff*) and Clause 5.4 of the SMIIIC Staff Regulations as follows: “*Job description of each post in the General Secretariat shall be drawn up and put into effect by the Secretary General with the approval of the Board of Directors, specifying in each case:*

- a) *Title, category and grade of the posts,*
- b) *Required qualification,*
- c) *General description of duties and responsibilities of the posts.*”

3. PERSONAL PROFILE AND JOB DESCRIPTIONS

3.1 SECRETARY GENERAL

Personal Profile:

The Personal Profile for the Secretary General should be following:

Experience:

- At least 10 (ten) years of experience in standardization and related fields
- Holding top managerial positions 5 (five) years or more, preferably working at a senior position at one of the national body of Member States
- Extensive international exposure and contacts
- Good working knowledge of SMIIIC
- At least 40 years of age

Education and Personal Characteristics:

- University Education
- Effective Communicator
- Visionary, charismatic
- Fluent in one of the official OIC languages, communicates preferably and effectively in English
- Proven management capabilities - of staff, of change, of relationships and of resources

Job Description:

1. Manages and administers the Institute's day-to-day business and carries out the decisions taken by the Board of Directors and the General Assembly within the scope of their respective powers.
2. Ensures that the management of the day-to-day business is carried out within the framework determined by the Statute, Rules of Procedure, the Internal Regulations and the decisions taken by the General Assembly and the Board of Directors.
3. Formulates and recommends policies to the General Assembly and the Board of Directors and successfully implements the approved policies.
4. Develops implementation and operating plans that reflect the key strategic objectives and priorities highlighted in SMIIC Strategic Plan.
5. Promotes the role of SMIIC and the relevance of OIC/SMIIC standards.
6. Assists SMIIC Member States to develop OIC/SMIIC standards.
7. Represents the Institute at international fora and meetings, establishing working relationships and maintaining contacts with the Member States and Observers as well as with other international organizations and institutions.
8. Ensures the efficient operation of the General Secretariat, preparing and submitting progress reports to the General Assembly and the Board of Directors of the Institute on General Secretariat operations and activities.
9. Assigns, in conformity with the objectives of the Institute and for the effective fulfillment of the General Secretariat functions, the appropriate division of work among the staff based on their job descriptions.
10. Bears full responsibility for the management of fiscal resources of the General Secretariat, ensuring the proper and timely allocation of funds, supervising the preparation of the budget of the General Secretariat and submitting it to the General Assembly for its approval.
11. Supervises the preparation and authorizing the distribution of documents, publications and correspondence of the General Secretariat.
12. Signs the official documents, protocols, reports, minutes of the meetings, agreements, contracts, MoU's, Notes, etc. on behalf of SMIIC.

13. Reports the activities carried out within the organs of SMIIC to OIC General Secretariat and relevant OIC organs.
14. Develops mechanisms for coordination and communication among the Member States.
15. Executes the other tasks given by Board of Directors and General Assembly.

3.2 CHAIRMAN OF BOARD OF DIRECTORS

Personal Profile:

The Personal Profile for the Chairman of Board of Directors should be following:

Experience:

- Senior leader in the national standardization body of any SMIIC Member State or in any institution/organization related with the SMIIC activities, which are authorized to represent its Member States in Board of Directors
- Extensive national/international exposure and contacts
- Strong high level governance experience e.g. Board Chairmanship or equivalent

Education and Personal Characteristics:

- University Education
- Effective Communicator
- Visionary, charismatic, actively promotes consensus
- Preferably, communicates and effectively in English

Job Description:

1. Chairs the Board of Directors and General Assembly Meetings.
2. Provides leadership to the Board of Directors and is responsible for the efficient functioning of Board of Directors.
3. Consults with Board of Directors members and promotes open communication, constructive debate and effective decision-making.
4. Leads specific tasks/projects as mandated by Board of Directors.
5. Provides effective communication between SMIIC Member States.
6. Promotes the interests of the SMIIC and its standards.
7. Coordinates closely with Secretary General and provides advice as necessary on SMIIC operations.
8. Represents SMIIC in the relevant platforms according to the official mission issued by the General Secretariat.
9. Gives approval to the relevant matters entitled within the framework given in the SMIIC Statute, Rules of Procedure and other Internal Regulations.

10. Acts in neutral manner while executing his/her tasks as well as treats equally to the Member States.
11. Ensures coordination among Vice-Chairmen of the Board of Directors.

3.3 VICE-CHAIRMAN OF BOARD OF DIRECTORS

Personal Profile:

The Personal Profile for the Vice-Chairman of Board of Directors should be following:

Experience:

- Senior leader in the national standardization body of any SMIIC Member State or in any institution/organization related with the SMIIC activities, which are authorized to represent its Member States in Board of Directors
- Extensive national/international exposure and contacts
- Strong high level governance experience e.g. Board Chairmanship or equivalent

Education and Personal Characteristics:

- University Education
- Effective Communicator
- Visionary, charismatic, actively promotes consensus
- Preferably, communicates and effectively in English

Job Description:

(Following relevant conditions apply to all 3 (three) Vice-Chairman of Board of Directors in line with the work distribution among themselves)

1. Acts as the Chairman of Board of Directors if Rotating Chairmanship is applied.
2. Chairs the Board of Directors and General Assembly Meetings in the absence of Chairman of Board of Directors.
3. Chairs the Standardization Management Council (SMC) upon the assignment by Board of Directors and ensures the work of SMC is carried out efficiently
4. Leads specific tasks/projects as mandated by Board of Directors.
5. Executes the other tasks given by Board of Directors and General Assembly.
6. Oversees the standardization/metrology/accreditation as well as administrative activities within SMIIC if tasked by the Board of Directors.
7. Acts in neutral manner while executing his/her tasks as well as treats equally to the Member States when acting in the absence of Chairman of Board of Directors.
8. Assists the Chairman of Board of Directors in every respect.

3.4 ASSISTANT SECRETARY GENERAL

Personal Profile:

The Personal Profile for the Assistant Secretary General should be following:

Experience:

- At least 7 (seven) years of experience in standardization activities or related technical areas and/or in national quality infrastructure studies
- Holding top managerial positions 3 (three) years or more, preferably working at a senior position at one of the national body of Member States
- Extensive international exposure and contacts
- Good working knowledge of SMIIC

Education and Personal Characteristics:

- University Education
- Effective Communicator
- Visionary, charismatic
- Fluent in one of the official OIC languages, communicates preferably and effectively in English
- Proven management capabilities - of staff, of change, of relationships and of resources
- Having national/international standardization works experience

Job Description:

1. Assists Secretary General under the supervision of the Secretary General.
2. Represents General Secretariat in the absence of the Secretary General within the context of written instruction of the Secretary General.
3. Conducts the standardization works in full responsibility within SMIIC.
4. Leads specific tasks/projects upon the instruction of the Secretary General.
5. Follows up, on behalf of the Secretary General, the implementation of the all technical works on time.
6. Ensures and controls the providing of technical documents related to the technical works within SMIIC.
7. Follows up the activities of the technical committees, reports any actions to be taken and prepares the progress reports to be submitted to the Standardization Management Council (SMC).
8. Takes necessary actions for the proper functioning of the SMIIC technical organs (SMC, MC and AC), prepares reports as well as follows up the implementation of activities stated in the reports.
9. Sets up the basic substructure for the functioning of the Standing Advisory Committee (SAC), follows up the implementation and regularly reports to the Secretary General.

10. Prepares the annual calendar of the meetings of the technical committees and SMIIC technical organs and executes the implementation of the events.
11. Ensures the publication of all documents of technical committees in SMIIC official languages.
12. Performs any other tasks requested by the Secretary General.

3.5 CONSULTANT/TEMPORARY STAFF

Personal Profile:

The Personal Profile for the Consultant/Temporary Staff should be following:

Experience:

- At least 6 (six) years of professional experience with government institutions/national standards bodies
- Thorough knowledge of standardization or metrology or accreditation or administrative/diplomatic issues
- Diplomacy and strong representation skills
- Flexibility and capacity to work under pressure in a multicultural environment

Education and Personal Characteristics:

- University Education, preferably PhD or Master Degree in international relations, social sciences or in technical fields
- Proven ability to lead teams, motivate others, communicate complex ideas clearly, gain the respect of Member States and colleagues
- Fluent in one of the official OIC languages, communicates preferably and effectively in English
- Strong quantitative, analytical and conceptual problem-solving skills

Job Description:

1. Organizes and executes assigned projects on behalf of General Secretariat.
2. Prepares and drafts project proposals under supervision of the Secretary General.
3. Collects information about related topics through a variety of methods (shadowing, interviews, surveys, reading reports etc.).
4. Provides technical expertise and assists in the design and documentation of projects in the areas of standardization, metrology or accreditation.
5. Presents findings, formulates recommendations and solutions on requested topics and develops detailed business.
6. Provides guidance for any occurring problems and issues.
7. Performs any other tasks requested by the Secretary General.

3.6 SPECIALIST

Personal Profile:

The Personal Profile for the Specialist should be following:

Experience:

- At least 5 (five) years of experience in standardization or metrology or accreditation or conformity assessment areas, preferably working at one of the national body of Member States or in SMIIC,
- Diplomacy and strong representation skills
- Good working knowledge of SMIIC
- Ability to work in an international multicultural environment

Education and Personal Characteristics:

- University Education, preferably PhD or Master Degree in international relations, social sciences or in technical fields
- Having teamwork and communication skills
- Fluent in one of the official OIC languages, communicates preferably and effectively in English
- Strong quantitative, analytical and conceptual problem-solving skills

Job Description:

1. Carries out his/her duties and fulfills the administrative/technical tasks that are allocated by Secretary General under the mandate of units of the General Secretariat.
2. Supervises the work of the Assistant Specialist / Technical Staff.
3. Supervises the implementation of projects in specific subjects.
4. Participates and facilitates regular meetings of the Organs/Committees of SMIIC as well as OIC and its institutions upon the official approval of the Secretary General.
5. Conducts extensive consultations with the Member States, and all the relevant Government Ministries/Institutions responsible for standardization, metrology and accreditation management policies, with a view to gathering the necessary data and information in relation to the national policies within the context of written instruction of the Secretary General.
6. Undertakes the specific tasks that are defined in the Strategic Plan and Implementation Document.
7. Carries out the coordination between SMIIC and relevant OIC and national/regional/international organizations and follows up the implementation of the cooperation agreements, MOUs, etc.

8. Participates in the relevant forums, expos, assemblies, meetings, summits, conferences, etc. that are related to the working areas of the SMIIC and delivers presentations and presents papers within the context of written instruction of the Secretary General.
9. Drafts and makes recommendations for formatting and structure of necessary studies within General Secretariat.
10. Carries out the successful management of the IT activities (SMIIC website, e-mails, SMIIC IS, social media accounts, etc.).
11. Maintains the relationship between SMIIC and official partners (accountant, legal adviser, financial auditor, etc.).
12. Participates in the technical works carried out under the technical committees and councils of SMIIC and takes necessary initiatives in line with the relevant directives.
13. Performs any other tasks requested by the Secretary General or the General Secretariat.

3.7 ASSISTANT SPECIALIST/TECHNICAL STAFF

Personal Profile:

The Personal Profile for the Assistant Specialist/Technical Staff should be following:

Experience:

- Knowledge in standardization or metrology or accreditation or conformity assessment areas, preferably working at one of the national body of Member States
- Good working knowledge of SMIIC
- Ability to work in an international multicultural environment

Education and Personal Characteristics:

- University Education, preferably Master Degree in international relations, social sciences or in technical fields
- Having teamwork and communication skills
- Fluent in one of the official OIC languages, communicates preferably and effectively in English
- Strong quantitative, analytical and conceptual problem-solving skills

Job Description:

1. Fulfills the administrative/technical tasks under supervision of the Specialist.
2. Follows up the implementation of projects in specific subjects.
3. Participates in the regular meetings of the Organs/Committees of SMIIC.

4. Undertakes the specific tasks that are defined in the Strategic Plan and Implementation Document.
5. Follows up the implementation of the cooperation agreements, MOUs, etc. with counter partner organizations.
6. Participates in the relevant Forums, Expos, Assemblies, Meetings, Summits, etc. that are related to the working areas of the SMIIIC and delivers presentations and presents papers.
7. Drafts and makes recommendations for the necessary studies within General Secretariat.
8. Carries out the successful management of the IT activities (SMIIIC website, e-mails, SMIIIC IS, etc.).
9. Prepares reports to be submitted to the relevant organs of OIC and SMIIIC.
10. Follow up the relationship between SMIIIC and official partners (accountant, legal adviser, financial auditor, etc.).
11. Participates in the technical works carried out under the technical committees and councils of SMIIIC and executes technical work instructed by the General Secretariat.
12. Performs any other tasks requested by the Secretary General or the General Secretariat.

3.8 ADMINISTRATIVE STAFF

Personal Profile:

The Personal Profile for the Administrative Staff should be following:

Experience:

- Good working knowledge of SMIIIC
- Ability to work in an international multicultural environment

Education and Personal Characteristics:

- University Education
- Having teamwork and communication skills

Job Description:

1. Carries out duties under direct supervision of the Secretary General.
2. Monitors the execution of the SMIIIC's day-to-day administrative issues.
3. Provides administrative and management analyses.

4. Prepares special activities reports.
5. Acts as an “executive secretary” to the Secretary General for carrying out all secretarial duties, taking notes and dictation, filtering telephone calls, taking messages, arranging meetings, answering inquiries, typing, revising and processing the correspondence as well as maintaining the filing system.
6. Records, maintains and updates the inventory of the physical properties of the General Secretariat.
7. Follows up timely payment for goods and services acquired by the General Secretariat.
8. Records invoices, bills of lading, packing slips, other relevant financial documents and maintaining bookkeeping.
9. Keeps records of the bank account(s) of the General Secretariat, to provide that the transactions are made properly and the relevant documentation served and recorded.
10. Carries out and keeps records of monthly payments made to the personnel.
11. Ensures enough liquidity for the payment of the day-to- day expenses of the General Secretariat as well as for the expenses incurred by the organization of the SMIIC activities, including official missions of the General Secretariat personnel.
12. Purchases of stationery goods for the General Secretariat, keeps inventory and renews them as required.
13. Develops and keeps the records of the incoming and outgoing communication of the General Secretariat and establishes appropriate archive;
14. Assists the process of updating the SMIIC website, social media accounts.
15. Reproduces documents and circulates them as well as other publications to the Member States on time.
16. Performs any other tasks requested by the Secretary General or the General Secretariat.

3.9 SUPPORT STAFF

Personal Profile:

The Personal Profile for the Support Staff should be following:

Experience:

- Good working knowledge of SMIIC
- Ability to work in an international multicultural environment

Education and Personal Characteristics:

- Secondary/High School Education
- Having teamwork and communication skills

Job Description:

1. Supervises and preserves the physical state of the premises and ensures the institution of necessary security and conditions in which the General Secretariat can operate effectively.
2. Supervises the public utilities, heating and air conditioning systems, generator, which would guarantee uninterrupted daily operation of the General Secretariat.
3. Undertakes responsibilities as driver (*for drivers only*).
4. Cleans the offices and the premises.
5. Drives the Secretary General to and from work and other places, as fulfillment of Secretary General's responsibilities require (*for drivers only*).
6. Functions as the messenger of the General Secretariat, making and receiving deliveries, handling postal and customs affairs, etc.
7. Takes care of the official vehicles, maintaining and servicing them as required.
8. Performs any other tasks requested by the Secretary General or General Secretariat.

4. ENTRY INTO FORCE, IMPLEMENTATION AND AMENDMENTS

4. 1 This Guide will enter into force as of the date of its adoption by the Board of Directors of the Institute.
4. 2 The Secretary General shall be responsible for implementation of this Guide.
4. 3 Amendments to this Guide can proposed by the General Secretariat or at least 4 Members of the Board of Directors and shall require the approval of the Board of Directors.