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## SAINT LUCIA BUREAU OF STANDARDS

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### EMPLOYMENT OPPORTUNITY

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The Saint Lucia Bureau of Standards (SLBS) invites applications from suitably qualified persons for the position of:

#### **HEAD OF DEPARTMENT-STANDARDS DEVELOPMENT**

##### ***Qualifications:***

- A BSc, BEng or BTech in (Science, Engineering or Technology) and
- Master's in Engineering or Management or Science in a related field
- Successful track record in a similar position.
- Experience in programme development and/or project management will be considered an asset.
- Proven analytical, organizational and leadership skills
- Excellent interpersonal skills for effective communication and interface with internal and external stakeholders.
- Knowledge of Standards would be an asset.

##### ***Key Duties:***

1. To be responsible for the efficient management of the standards development activities of the Bureau
2. To represent the Department on the Management Team and provide information that may be needed to facilitate the management function
3. To assist in the development policies and plans for the Bureau, particularly as it relates to Standards Development.
4. To be responsible for the submission of the projected activities, income and expenditure of the Department for inclusion in the Bureau's Strategic and Business Plans
5. To be responsible to co-ordinate with the Communications Department, the marketing of the services of the Department
6. To be responsible for the development of National Standards Development Work Programme and all other areas of the annual Work Programme and supporting budget
7. To be responsible for preparing and presentation of proposals etc. to the TMC
8. To serve as a representative of the Bureau, at the technical committees, meetings and seminars at the national, regional and international level.

##### ***Remuneration and Conditions of Service***

Remuneration will be commensurate with qualifications and experience.

### ***Method of Application***

Application letters along with full curriculum vitae, plus two (2) references are to be submitted to the attention of:

The Director  
Saint Lucia Bureau of Standards  
Bisee Industrial Estate  
Box CP 5412  
CASTRIES

**REF: HODSDD2022**

**Or**

Email: [director@slbs.org](mailto:director@slbs.org)

### ***Deadline for Submission of Applications***

**27<sup>th</sup> April 2022**

Please note that only applications under consideration will be contacted.