



## **DOMINICA BUREAU OF STANDARDS VACANCY ANNOUNCEMENT - DIRECTOR**

Applications are invited from suitably qualified persons for the position of Director, Dominica Bureau of Standards. The Director is the Chief Executive Officer of the Bureau and reports to the National Standards Council.

### **Competencies Required**

- Excellent oral and written communication, leadership, interpersonal, motivational, problem solving and organizational skills;
- Ability to effectively lead a team of technical professionals;
- Critical and analytical thinking.

### **Education:**

- A post-graduate Degree in Applied or Natural Science from an accredited university;
- Training and or certification in Finance and General Management
- A Doctoral Degree in a scientific field would be a distinct advantage

### **Experiences**

- Minimum of seven (7) years experience in a senior role in the successful management of a scientific or technical institution of 20-30 employees or comparable size;
- Proven experience in resource management, investment and budgetary control, finance and project management;
- Proven experience in engendering a culture of engagement, collaboration and team work;
- Conversant with systems of Standardization, Metrology and Conformity Assessment;
- Working knowledge of Industrial Relations, Accreditation and Quality Systems.

### **The Duties include:**

- Formulating policies for directing the activities of the Bureau;
- Developing the major objectives, identifying key results areas, plan strategies, organize for effective and harmonious management of the organization;
- Providing the Government, the public and private sector administrators with standards related to technology and advice for economic performance;
- Facilitating the development of required national standards to promote trade, safeguard the health of consumers and be an active partner in the regional and international standards development process;

- Preparing Annual Work Plans and Budgets;
- Preparing quarterly and annual reports, including Financial Statements on the work of the Bureau; and
- Undertaking performance appraisals and providing opportunities for employee growth and productivity.

### **Terms and Conditions**

The position will be on a contractual basis for a period of two (2) years, renewable upon satisfactory performance. The successful applicant will receive a compensation package based on qualification and experience to include a basic salary, a combined travel and entertainment allowance and a gratuity upon satisfactory completion.

### **Address for Applications**

Applications should be sent under **CONFIDENTIAL** cover to the

Chairman  
National Standards Council  
Dominica Bureau of Standards  
National Centre of Testing Excellence, Stock Farm,  
P. O. Box 1015, Roseau,  
Dominica, W. I.  
Via email: [chairnsc@dominicastandards.org](mailto:chairnsc@dominicastandards.org)

The names and contact details of three (3) referees should be included in the Letter of Application.

### **Closing Date**

The closing date for the receipt of applications is Wednesday February 14, 2024.

2024-01-03