

***SIM EXECUTIVE SECRETARY
(ES) Profile and contract conditions***

1. MISSION

Responsible of the management of SIM as a legal entity as well as the implementation of all SIM (GA and Steering Council) actions to fulfill the provisions of the current Statute and Regulations, and with the resolutions of the General Assembly and the SIM Council.

2. MANDATE

The ES is elected by the Council and ratified by the GA. Contracts of 2 years are signed and renewed as a Council resolution every 2 years.

3. EXPECTED RESULTS

	ACTIONS	FINAL RESULT
1	Complies and ensure compliance with the Bylaws, Rules of Orders, and Regulations of SIM.	Support the GA and SIM Steering Council in accomplishing its mission.
2	Keeps contact with local authorities in the country where SIM is registered as a legal entity. Contacts from MWG chairs or NMIs authorities, regarding opportunities of funding, training opportunities, official documents (Statutes, Resolutions, and Minutes).	Maintain SIM status as a legal entity with all requirements of Uruguay.
3	Supervises the execution of the decisions of the Assembly and the Council related to SIM operations.	Ensure that all SIM decisions are implemented.
4	Follows up and report to Council the execution status of SIM Strategic Plan.	
5	Manages SIM communications with SIM members and counterparts according to SIM GA and Council resolutions. Management of SIM webpage and social media and coordinate the Communication WG. Ensure SIM has a communication plan in place.	Ensure that SIM members are informed of all SIM activities and actions. Ensure SIM presence in social media to facilitate its recognition as an efficient RMO.
6	Be the contact point with other stakeholders' organizations: BIPM, OIML, COPANT, IAAC, etc., in collaboration with SIM authorities. - Facilitate and ensure SIM participation in the international arena (RMO'S GAs, QICA GAs and other strategic events). Represent SIM in those meeting when it is requested by the President or the Council. - Prepare presentations/reports for SIM presentations in stakeholders GA/Meetings.	Ensure SIM effective presence in the international arena.
7	Participates, with voice and without the right to vote, in the meetings of the organization (General Assemblies, meetings of the Council, etc.)	Support the Steering Council in accomplishing its mission.
8	Performs together with SIM president as SIM QICA's SIM representative (QICA's representation is the president and ES of each organization). Participate in its meetings. Execute for 2 years its rotatory Secretariat.	Assist in SIM effective interaction with other QICA members and with stakeholders. Cooperate with the accomplishment of QICA Strategic Plan.
9	Organizes SIM events: -SIM Weeks (twice per year) are a specific occasion of coordination between the Secretariat and the hosting institution, regarding different aspects: general agenda, specific events agenda, financial support, external guests, and different logistic details (accommodation, transportation). -Prepares Council and GA agendas for each meeting in agreement with the Council and ensure that all requested documents are sent to members before the meetings -Oversees organizing all logistics related to all TC/QSTF/MWGs, etc. activities (meetings, workshops, internships, webinars, comparisons, etc.).	Ensure SIM events organization.

10	Supervises the administration, implementation and follow up of all SIM Projects in coordination with TC chair, PC and/or Steering Council. • Cooperates in the formulation of SIM projects • Supervises the management of the activities (projects, training, etc.) that are defined reporting to the Steering Council and/or the TC and working groups of SIM. • Presents reports and/or forms to donors when requested. • Keeps record of the finances. • Gathers reports on all activities. • Keeps communications with donors and be part of the Steering Committee of Projects. Proposes new projects, activities, policies and publications, etc. to be developed by SIM.	Ensure the projects are presented and followed up in an effective way to ensure legal aspects and future funding. Make a follow up of SIM projects, members and stakeholders communication to make proposal to address opportunities and needs.
11	Supervises SIM finances and reports to the Steering Council in every meeting. Approves SIM purchases and payments at its authorization level.	Ensure proper follow-up and transparency on SIM finances reports
12	Manages contracts and payments of providers and partners and communication with them. Accomplishes with registration and other requirements of SIM different providers and partners.	Ensure that SIM members can pay their fees, that partners can send SIM funds and that providers payments are made in a proper way following SIM procedures.
13	Identifies together with the Steering Council when legal advice is requested and contact SIM lawyer	Ensure SIM is accomplishing all legal aspects.
14	Ensures that secretariat support is given to QSTF	Support QSTF in keeping records of activities.
15	Keeps SIM records and documents	Ensure SIM documents are available and updated
15	Carries out any other function derived from the orientations received, as well as the nature of their position.	Complete all actions required to fulfill its mission.

3. Knowledge and abilities

- University Career, administration and Management studies will be considered.
- Knowledge and involvement in SIM activities and/or international Metrology will be considered.
- Evidence of knowledge of Metrology, Quality Systems, Accreditation, Standardization and international Cooperation related to Quality Infrastructure.
- Management abilities. Experience in management of at least 2 years.
- Experience in conducting, administrating and reporting projects.
- Experience in organizing events.
- Commitment.
- Organization abilities.
- Leadership
- Communication and negotiation skills.
- Knowledge of fluid oral and written English.

4. Conditions of the contract

- The work dedication will be 20 h a week
- The work will be done from home, the organization will provide a PC, necessary support equipment, needed software licenses, and office supplies.
- The person must provide a telephone and Wi-Fi. The cost of this is included in the contract.