

***Technical Officer Position  
Opportunity in Geneva  
(vehicle regulatory affairs)***

Date of publication	20 March 2018
Job title	Technical Officer (Full Time, renewable 1-year contract)
Sector	Automotive / Transport / Vehicle Regulations
Location	Geneva, Switzerland
Application deadline	1 May 2018
Starting date	1 June 2018

**IMMA Secretariat**

IMMA is *the* trusted voice of the motorcycle industry in global forums.

IMMA promotes mobility through safe, sustainable motorcycling by advocating the development and harmonization of technical regulations affecting the motorcycle industry and by advancing inclusive policies for motorcycling.

IMMA represents the manufacturing and trade industry of mopeds, motorcycles and three-wheelers often also referred to as Powered Two and Three Wheeled Vehicles (PTWs).

IMMA is an accredited NGO to the United Nations (ECOSOC), United Nations Road Safety Collaboration, International Transport Forum and is Member of GTB and IRTAD.

Based in Geneva, IMMA provides the necessary services to the IMMA committees and expert groups addressing vehicle regulations, environmental and safety performance of vehicles, road safety, mobility policy and sustainable market development of PTWs. A range of e-tools are in use and/or further rolled out to facilitate sharing of information and communication.

The secretariat consists of a Secretary General, a Technical Director, an Office Manager and is periodically assisted with trainees. A new 'Technical Officer' position is created in 2018 to support its increasing activity-level.

For more information see [www.immamotorcycles.org](http://www.immamotorcycles.org).

## **Job Summary**

The Technical Officer shall join the IMMA secretariat.

The Technical Officer works with the colleagues in the IMMA secretariat and technical experts from Members to ensure that the Industry voice is heard by the relevant external bodies when deciding policy affecting the Industry and its products.

The Technical Officer will monitor and timely report intelligence to IMMA and Members on relevant developments such as relevant (upcoming) changes to international technical standards and regulations and contribute to the updating of electronic tools in use in this context (e.g. SharePoint).

The Technical Officer may lead individual working groups or task forces as required.

IMMA staff are instrumental in aligning Members' views to reach common positions. They deliver timely, high quality documentation, and communicate clearly both internally and externally. Due to the broad scope of IMMA, setting and managing priorities judiciously is very important. All activities should be in accordance with the IMMA Code of Conduct.

The Technical Officer will report to the Secretary General and will work, depending on the issue, under supervision of the Secretary General or the Technical Director.

## **Main activities**

- 1) Supporting the coordination of assigned internal IMMA technical groups (addressing among others vehicle safety and environmental performance)
  - a) Timely preparation and distribution of the agenda with the necessary documentation.
  - b) Creation of accurate meeting minutes with decisions, actions and issues to be reported.
  - c) Follow up and co-ordination of member activities within the assigned groups.
  - d) Preparation of documentation, e.g. position papers, to clarify or stimulate discussion, as required.
- 2) Assistance to and representation of IMMA at external technical meetings and conferences as required and agreed, to ensure that the Association's position is properly and positively represented, including:
  - a) Analysis of the agenda and working documents on beforehand and report the relevant issues to the relevant IMMA expert groups.
  - b) Accurate reporting of the external meeting, including discussion highlights, decisions, action points.
- 3) Research issues of interest or provide other assistance, as requested, on e.g., road safety, sustainable development, or other.
- 4) Support to the further progressive use and evolution of electronic tools and IT in IMMA (e.g. SharePoint)

## **Profile requirements**

- University degree or similar
- Experience with vehicle regulations, type approval or related field
- Good knowledge of vehicle / transport industry sector
- Experience with national, regional or international institutions
- Fluency in English (French is a plus)
- Excellent knowledge of current information technology systems (Office, SharePoint and other CMS)

## **Additional personal qualities**

- Attention to details
- High level of initiative, organized, autonomous, and collaborative
- Customer service skills: courteous, enthusiastic
- Motivated to work in a small team
- Flexible and eager to learn

## **Assets**

- Interest in the motorcycle sector and its products
- Ambition to work in an international environment
- Experience with writing documents for publication

## **Invitation**

We offer you the support and recognition that you deserve and an excellent opportunity to discover the challenges in a dynamic international NGO.

If you are interested in this opportunity, please send your CV and cover letter in English no later than 1<sup>st</sup> of May 2018 to [info@immamotorcycles.org](mailto:info@immamotorcycles.org)