

## Job Title: PIC/S Secretary

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**Background for Recruitment:** [The Pharmaceutical Inspection Co-operation Scheme \(PIC/S\)](#) is a non-binding, informal co-operative arrangement between regulatory authorities in the field of Good Manufacturing Practice (GMP) of medicinal products for human or veterinary use. PIC/S aims at harmonising inspection procedures worldwide by developing common standards in the field of GMP and by providing training opportunities to inspectors worldwide. PIC/S activities are shared by 7 Sub-Committees, 7 Expert Circles, and 20+ Working Groups which are overseen by an Executive Bureau. There are currently 56 Participating Authorities as well as a number of Applicants, Pre-Applicants and Associated Partner Organizations who represent PIC/S. PIC/S aims to provide training to 2000+ inspectors in the area of GMP. This is accomplished through an annual seminar, expert circle training and through PIC/S Inspectorates' Academy (PIA), which is a web-based platform under the PIC/S umbrella to provide training to inspectors worldwide.

**Recruitment:** This position may be filled from an internal promotion or external recruitment.

### About the role

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#### Reports to:

- The PIC/S Chairperson (Deputy Chairperson in his/her absence)

**Actively contributes to the PIC/S Mission Statement:** PIC/S will strive to improve public health by leading development and implementation of inspection frameworks for human and veterinary medicines through harmonisation of standards and offering world class training to regulatory inspectors around the globe.

### Job Overview/Main Responsibilities

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The Secretary has the rank of an Executive Director, in charge of directing and managing the Secretariat. He/she reports to and works closely with the PIC/S Executive Bureau to ensure the smooth running of activities and the successful development and expansion of PIC/S.

Within delegated authority, the main responsibilities of the Secretary are to:

- direct and manage:
  - the Secretariat, including human, budget and financial resources;
  - support services to the Committee and all other PIC/S bodies and related entities;
  - information and communication technology (ICT) and infrastructure.
- assist the Chair in carrying out his/her mandate.
- contribute to the creation and execution of PIC/S overall strategies and policies (including contacts with potential National Regulatory Authorities willing to join PIC/S), prepare documents, provide analysis, advice and recommendations to the Executive Bureau on policy matters as required (notably, identifying emerging challenges, anticipate needs and be prepared to actively address them);
- contribute to overall management of PIC/S operations including general co-ordination, planning and supervision of PIC/S activities to include distribution of agendas, summary records, working papers, etc for meetings;
- provide leadership in developing and implementing innovative management approaches;

- provide leadership in planning and directing or delivering externally facing communications to advance global awareness and increase support for PIC/S;
- provide policy analysis, advice and recommendations to the Executive Bureau on all aspects of the organisation, including administration and management of the human, financial, information technology and infrastructure resources;
- contribute to project management including several complex projects such as PIC/S Inspectorates' Academy (PIA), strategic planning and achievement of PIC/S objectives as defined in the PIC/S Multiannual Strategic Plan;
- elaborate and implement a work programme for the Secretariat, determining the Secretariat priorities, and allocating resources for the completion of work deliverables and their timely provision. Oversee co-ordination of work in the different areas within the organisation and with partner organizations as appropriate;
- oversee the planning and administrative tasks necessary for the functioning of PIC/S, including preparation and execution of budgets, (in cooperation with the Treasurer and the Sub-Committee on Budget Risk and Audit, and external auditors) assigning and monitoring of key performance indicators, reporting on budget and projects performance, preparation of results-based budgeting, including use of statistics and data-driven analytics where possible;
- oversee the recruitment of staff (including interviews and evaluation of candidates, drafting of contracts and job descriptions, management of personnel files) taking into due account PIC/S values;
- oversee the engagement of outsourced personnel and sub-contracting services providers;
- represent PIC/S externally in a range of settings worldwide;
- be responsible for ongoing maintenance and upgrading of the Secretariat infrastructure;
- manage, guide, develop and train staff under his/her supervision, to include evaluating staff performance; foster teamwork and communication among staff and organisation-wide as well as co-ordinate staff-management matters by ensuring dialogue and resolving any issues which may occur while contributing with Executive Bureau to a sustainable and efficient human resource strategy;
- oversee provision of services by Secretariat to any other entities (e.g. [Precious Metals Convention](#));
- other related duties as requested by the Executive Bureau.

In all above main responsibilities, the PIC/S Secretary is seconded by the PIC/S Deputy Secretary.

## Requirements - Competencies

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### Core functional competencies:

- **Leadership**
- **Analytical thinking**
- **Achievement-oriented**
- **Managing risks**
- **Creative thinking**
- **Diplomacy**
- **Drafting Skills**
- **Communication skills**
- **Negotiation skills**
- **Integrity**
- **Transparency**

### Management level competencies

- **Vision & strategy**
- **Organisational agility**
- **Managing, motivating and developing others**

### Personality assets – Behaviours:

- **Proactive, taking initiatives**
- **Driven to get things done**
- **Accountable**
- **Positively responding to pressure**
- **Conscientious**
- **Precise**
- **Fair**
- **Resiliency**

### Requirements - Experience and Background

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#### Minimum professional requirements

- A. **University Degree**
- An advanced university degree is required. Additional diploma are a plus.
- B. **Professional experience**
- Relevant professional experience in working for a national or international organisation for at least 10 years including at least 5 at managerial level is desirable.
  - Experience with human and financial resource management, complex projects management, negotiations, and international policy processes.
- C. **Communication**
- Fluency in written and spoken English is required with good communication skills. Knowledge of other languages, in particular French, is a further asset.
  - Ability to adapt language and level of formality for diplomacy, negotiations etc.
  - Experienced in written communication with senior government officials including Ministries, government agencies or international organisations.
  - Very experienced with drafting and editing policy documents, agenda, summary records and background papers.
- D. **IT, website and related tools and systems**
- Experience in the use of MS software (Word, Excel, PowerPoint, Outlook) is essential. Experience in other software programmes is a plus.
- E. **International policy processes**
- Knowledge of international policy practices and processes.
- F. **Staff, finances & project management**
- Good experience with managing staff, finances (e.g., running a budget) or complex projects is required (manager level).
- G. **Other requirements**
- International travel is required.
  - Flexible work hours.