

## **Job Title: Precious Metals Convention (PMC) Secretary**

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### **About the role**

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#### **Reports to:**

- The PMC Chairperson (Deputy Chairperson in his/her absence)
- The PIC/S Chairperson (Deputy Chairperson in his/ her absence) for all matters related to the MoU between PIC/S and PMC regarding the functioning of the joint secretariat

**Actively contributes to the PMC Mission and Vision:** (i) To facilitate the international trade in articles of precious metals while at the same time maintaining consumer protection justified by the particular nature of these articles; (ii) To become the global reference for good practices for the control and marking of articles of precious metals.

### **Job Overview/Main Responsibilities**

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The PMC Secretary is a senior programme manager, responsible for the overall supervision and direction of the secretariat services provided to PMC. He/she contributes to (i) the elaboration of the Standing Committee's (SC) overall strategies and policies and (ii) the general co-ordination, planning and supervision of PMC activities. He/she is the institutional memory of the organisation and the reference for legal and institutional matters (but not for technical matters). He/she has a key role in identifying problems and proposing solutions as well as in achieving the Organisation's vision, mission and goals. He/she works closely with other office holders (in particular PMC Chair & Deputy Chairs, PIC/S Treasurer) to ensure the successful development and expansion of the Organisation as well as the smooth running of activities, in particular (i) the organisation and planning of meetings and (ii) the implementation of decisions and objectives.

Unless delegated to the PMC Deputy Secretary, the main responsibilities of the PMC Secretary are to:

- Supervise the delivery of Secretariat Services to the Precious Metals Convention, as per MoU between PIC/S and PMC (PMC/W 13/2003 (Rev. 1)) and in compliance with the Convention's procedures (e.g. Rules of Procedure and Compilation of Acts).
- Oversee the co-ordination and planning of PMC activities, projects and programmes; supervise the practical organisation by the PMC Deputy Secretary of meetings of the Standing Committee (SC), the Standing Technical Group (STG), and various Working Groups; and, together with the PMC Deputy Secretary, prepare the Agenda, draft the Summary Record, and issue policy papers and background documents.
- Responsible for the updating of the Compilation of PMC Documents and – in co-operation with the Convention's Depositary – for the revision of official documents (Convention, Annexes to the Convention, and Technical Decisions related to the Annexes)
- In charge of organising the on-site inspection of Applicant States, assessing their compliance to legal requirements under the Convention, and for drafting the inspection report.

- Responsible for the Convention's external communication and the regular updating of the Convention's website (<https://www.hallmarkingconvention.org>).
- Upon delegation of PIC/S: direct and manage PMC financial resources, including resource allocation and budgeting for Convention activities together with the PIC/S Treasurer in line with applicable rules.
- Upon delegation of PIC/S: direct and manage PMC human resources, overview staff activities and output, manage staff-related processes (e.g. recruitment) as well as the outsourcing and sub-contracting of services providers
- Together with the Deputy Secretary: advise, brief and report to the PMC Chairman, the Sub-Committee and the Working Chairs, and actively assist and support them in their duties

## **Requirements - Competencies**

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### **Core functional competencies:**

- **Analytical thinking**
- **Achievement-oriented**
- **Managing risks**
- **Creative thinking**
- **Diplomacy**
- **Drafting Skills**
- **Integrity**

### **Management level competencies**

- **Vision & strategy**
- **Organisational agility**
- **Emotional intelligence**
- **Integrity**
- **Managing, motivating & developing others**

### **Personality Assets – Behaviours:**

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

## **Requirements - – Qualification, Skills and Experience**

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### **A. University Degree**

- A university degree is required. Additional diploma are a plus.

### **B. Professional experience**

- Relevant professional experience in working for e.g. a national or international

organisation is required. At least 7 years of experience is desirable.

- Experience with policy negotiations, international agreements and international policy processes is a plus.

**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.
- Experience in drafting and editing documents, e.g. 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.
- Website management, including back-office and online portals is welcome.

**E. International policy processes**

- Knowledge of international agreements and international policy practices and processes (e.g. accession, ratification).

**F. Finances & Project Management**

- Experience with managing finances (e.g. running a budget) or a project is an asset.

**G. Other requirements and skills**

- Swiss, EU/EEA or UK citizenship is required.
- Good management skills (manager level), good communication skills (both written and orally), ability to deliver high quality work (attention to details), ability to prioritise and take initiatives, ability to work both independently and in a team, flexible work hours (including for requested international travels).
- If possible: knowledge in international best practices and ISO standards