



- Job Description:** Senior Policy Manager
- Company:** The International Federation of Inspection Agencies (IFIA)
- Location:** Washington, DC area / home office
- Reports to:** Executive Director Americas
- Job posting date:** 05 November 2018
- Job closing date:** 07 December 2018
- Application:** Please send resume to [rtelles@ifia-federation.org](mailto:rtelles@ifia-federation.org)

**Company Summary:**

IFIA is a global trade federation that represents over 60 of the world's leading international testing, inspection and certification (TIC) companies. Our members play a key role in enabling trade and global market access by providing conformity assessment services that helps ensure compliance with standards and regulations and improve safety, quality, security and sustainability. The association has offices in Brussels, Washington DC and soon New Delhi, and a membership that covers more than 100 countries. More information can be found here: [www.ifia-federation.org](http://www.ifia-federation.org).

**Job Summary:**

The role is responsible for supporting the Executive Director Americas in representing IFIA positions before the U.S. policymakers and regulators, industry, consumer organizations and NGOs to advance IFIA goals to enhance awareness about the value of the TIC sector. The position requires cross functional coordination with the headquarter team in Brussels, management and coordination of committee work, as well as administrative tasks.

Primary Responsibilities *include, but are not limited to the following:*

- Supporting the development and implementation of the advocacy strategy, tactics and engagement plans.
- Supporting the effective representation of the association before and interacting with the United States Congress, federal agencies such as the U.S. Consumer Product Safety Commission, the Office of the United States Trade Representative, the Department of Commerce, the National Institute of

Standards and Technology, and other relevant agencies such as the Environmental Protection Agency, Department of Energy, among others.

- Drafting testimony, responses, comments and other research for submissions to government bodies related to standards, conformity assessment, product safety, cybersecurity/IoT, international trade and other public policy matters.
- Monitoring and analysing priority policy issues and flagging them for committee discussion.
- Mapping key stakeholders and attending and assisting in coordinating meetings with stakeholders.
- Provide operational support of committee work such as preparing agendas, pre-readings, drafting the meeting minutes and scheduling of calls/meetings.
- Support with administrative tasks such as budgeting, monitoring of accounts, management of payroll company, among others.
- Other duties and responsibilities as assigned.

**Required Qualifications:**

- Bachelor's degree or higher from an accredited institution.
- Minimum of three (3) years' experience at a company or trade association and/or as a public servant in relevant government departments or agencies.

**Preferred Qualifications:**

- Background and familiarity with international trade, product safety, and / or standards and conformity assessment.
- Strong communications and presentation skills, leadership capabilities, individual initiative and creativity skills, ability to work in a collaborative environment, and exercising good judgement.

**Travel:** May include some domestic/international travel.

**Benefits:** flexible work environment (home office) and 6 weeks (30 business days) vacation package. IFIA does not offer health insurance nor pension/retirement plans.

**Salary:** commensurate with education / experience.