

IRIS CertificationTM Management Centre Job Profile

Work Location:	Date Job Profile revised:
Brussels, UNIFE office	2018-06-01
Proposed Job Title:	IRIS Technical Manager
Reports to, (Job Title):	
Hierarchically	IRIS General Manager
Functionally	IRIS Senior Manager
I. Position Summary	
Coordination and monitoring of the IRIS Certification TM system.	
II. Position Responsibilities (Expected Work)	
1. Prepare technical activities and development of the system updates	
2. Coordinate activities (technical, stakeholders)	
3. Prepare training material and all relevant documentation to enhance comprehension	
4. Support the IRIS senior manager in the implementation and control of the system	
5. Support the IMC and the other UNIFE teams in daily activities and tasks	
III. Challenges	
1. to quickly integrate a challenging running project	
2. to enable achievement of targets	
3. to become a technical referent of the system	
4. to be creative	
5. to integrate the team spirit	
6. to support the evolution of the system	
IV. Scope	
IRIS stakeholders (Industry, operators, Certification bodies)	
IRIS Portal (database) and Audit-Tool (software)	
Certification systems (ISO, AS, IATF)	
V. Personal profile	
Knowledge & experience (Functional/Technical/Professional):	
Multilingual (English, and another language at least)	
Shall have a technical rail business background	
Shall have knowledge in quality standards and if possible in ISO 9001:2015 & IRIS	
Should have experience in project management	
Competencies:	
Team worker, proactive & reactive, organization and presentation skills	
Good level in Windows, Microsoft and statistical tools	
Challenge oriented.	
Educational Level:	
Master degree.	

To apply please send a CV together with a cover letter to bernard.kaufmann@unife.org by 22 June 2018.
No Phone inquiries please.