EXTERNAL/INTERNAL ADVERTISEMENT

**POSITION:** STANDARDS WRITER: ENGINEERING & BUILT ENVIRONMENT

**AREA:** SABS STANDARDS DIVISION – PRETORIA

**REPORTING TO:** TEAM LEADER: BUILT ENVIRONMENT

**LEVEL:** P10  **REFERENCE NR:** 9842

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**PURPOSE**

To research, write, develop and maintain relevant South African National Standards according to defined processes and procedures including the engagement and management of committees and their members in order to formulate technical requirements into written standards.

**KPA’s OR KEY OUTPUTS**

Research the requirements for new standards and standards under review with built environment

- Conduct research and produce a report by identifying the relevance of the need for a standard (Economic, policy, regulatory, Conformity assessment, health, safety, environment, etc.)
- Submit research output and suggested way forward to internal and external stakeholders
- Stay abreast of new standards or projects in other areas as relevant to projects within your sphere of control

Write South African National Standards and other related deliverables in line with the division’s processes and procedures

- Plan all the milestones for the delivery of the standard together with the Team Leader/Programme Manager
- Use material from the PWI stage (research) in order to formulate working draft
- Convene working group discussions/meetings with the Committee appointed working group (WG) members. Must formulate technical requirements into written standards.
- Work with the WG in order to get inputs to draft the working draft (WD) and finalize the WD.
- Prepare and circulate committee draft (stage 30) according to ARP 013 and ensure consensus is reached on the draft.
- Facilitate the process of having the draft documents edited, technically reviewed, drawings prepared and typed as required.
- Ensure that the standard is relevant, achieves the aims as set in the NWIP, is of good quality and is user friendly.
- Ensure that the DSS is circulated by the Committee Administrator. Attend to the disposition of comments if any are received at DSS
- Ensure that the standard is sent for SAC approval
- Provide progress reports regularly and alert the Team Leader/Programme Manager on deviations to the plan. Follow up on any outstanding actions raised during reports.
- Report back to the Committee and committee secretariat on progress of assigned work items
- Correctly follow the standards development process

Establish the South African mandate on international standards development activities within built environment

- Establish the need to participate in International Committees, including membership levels and identify the standards projects that South Africa has to follow
- Ensure that the projects identified for adoption have been registered and that the parallel adoption process has been approved and followed
- Projects that have not been identified for adoption but are followed by the committee need to be tracked, commented and voted on. Decisions taken by the mirror committee on these documents will be recorded
- Vote/comment on international documents using own knowledge and the decisions of the mirror committee
• Take on leadership roles in International standards development committees, i.e. WG convener and Committee secretariat (where applicable)

**Maintenance of published standards**

• Ensure that systematic reviews of national standards are carried out as assigned to ensure standards remain relevant and valid (stage code 90). This includes: ensuring that the necessary background research is carried out and based on the outcome, dispatching form 96.13(a) Recommendation to reaffirm, or form 96.13(b) Recommendation to withdraw to committee members for commenting and voting.

• Ensure that national standard is reaffirmed where research indicates that standard is still valid and accepted by industry. This includes: confirming standard as is, or subject to amendment and circulating proposed amendment to committee for voting.

• Ensure that a revision project is opened where the changes required are too significant to be carried out by an amendment (Stage code 92).

• Ensure that a standard that is no longer needed e.g. obsolete, replaced etc. the proper process is followed in order to ensure that it is withdrawn

• Ensure that all standards developed, withdrawn etc within sphere of control is referenced and amended as is appropriate

**Guide, educate and advise stakeholders**

• Chair committee meetings effectively (if elected as chair or have to stand in for chair)

• Educate all stakeholders on the standards development process e.g. workshops, meetings, etc. and represent the organization as proficient in the standards development process

• Keep abreast of any new developments taking place in the sphere of control regarding standards and the development thereof

**Deliver excellent customer service**

• Provide excellent customer service by handling queries and resolving problems as they relate to standards

• Resolve customer queries within the desired time frame

**Optimize own performance within the team**

• Participate as a productive team member by managing own performance in order to meet departmental objectives

• Value diversity and actively build business relationships

• Ensuring that one is able to seek guidance and mentorship from more experienced team members where necessary

• Keep records of all documents/decisions

**QUALIFICATIONS & EXPERIENCE**

- Degree/National Diploma in Civil Engineering or related discipline

- 3 years relevant experience

- Excellent command of the English language

- Knowledge of general industry terminology

- Understands the environment in which standards are developed and the impact of a standard to support this environment

- Computer Literate (MS Office, Internet, GroupWise E-mail)

**BEHAVIOURAL ATTRIBUTES**

**COMMUNICATION**

Expresses and articulates key elements of ideas or concepts (both written and verbal) in a logical, descriptive, and comprehensible manner. Anticipates reactions and responds appropriately. Probes and listens for information from others, without interrupting or judging, in order to understand underlying issues.

**RESULTS ORIENTATION**
Displays strong tenacity and drive to see things through to successful conclusion. Demonstrates a sense of urgency, a propensity for action, and confidence in the likely success of plans and initiatives. Delivers results that meet or exceed expectations.

CUSTOMER FOCUS
Works collaboratively with customers to determine their needs and identify appropriate solutions. Ensures that customers and decision makers are influenced.

CREDIBILITY
Demonstrates a sound knowledge across a range of (generally, related) discipline areas. Solves complex problems, and presents different professional/technical scenarios and approaches by applying specialist knowledge. Keeps abreast of tools, methods, and techniques, thereby acting as an internal resource in a particular area of expertise/specialist knowledge.

QUALITY
Demonstrates commitment to excellent service in day-to-day operations. Foresees issues that might adversely affect work quality and develops contingency plans.

APPLICATIONS & ENQUIRIES

Internal Applications: Intranet, SABS Web Links, Recruitment
External Applications: Visit our website www.sabs.co.za, Careers.
Applications should be send to recruitment@sabs.co.za

Contact Person: Khomotso Ngoatle (012) 428-6832
Closing Date: 11 April 2016

SABS is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity targets to be achieved as per the SABS EE Plan. Preference will therefore be given to African Males/Females, Coloured Males as well as Persons with Disabilities.