

***Technical Manager Position  
Job opportunity in Geneva  
(Vehicle regulatory affairs)***

IMMA, the International Motorcycle Manufacturers Association, the voice of the manufacturing industry towards global institutions, offers an interesting opportunity.

We are looking for a Technical Manager (permanent appointment).

**Summary**

Organisation	International Motorcycle Manufacturers Association (IMMA)
Sector	Transport / Automotive / Regulatory Affairs
Location	Geneva, Switzerland
Deadline for applications	15 September 2022

**About IMMA**

IMMA is *the* trusted voice of the motorcycle industry in global forums. IMMA advocates the development and harmonisation of technical regulations which affect the motorcycle industry and aim to advance inclusive policies for motorcycling.

IMMA represents the manufacturing and trade industry of mopeds, motorcycles and three-wheelers often also referred to as Powered Two and Three Wheeled Vehicles (PTWs).

IMMA is an accredited NGO to the United Nations and the World Forum for harmonisation of Vehicle Regulations (WP.29) and member of United Nations Road Safety Collaboration. IMMA contributes to global standardization bodies (ISO and IEC) and various other international networks as the International Transport Forum, IRTAD and GTB.

Based in Geneva, IMMA is a member-driven organization, providing services to IMMA committees and expert groups addressing vehicle regulations on environmental and safety performance of vehicles, road safety and mobility of PTWs. A range of e-tools are in use to facilitate the sharing of information and communication. IMMA staff are instrumental in aligning Members' views to reach common positions.

The secretariat consists of a Secretary General, a Technical Manager and a Digital Communication and Administration Officer.

In 2022, the team will be strengthened with an additional Technical Manager.

For more information on IMMA see [www.immamotorcycles.org](http://www.immamotorcycles.org).

**Job Description**

The Technical Manager (he/she) works under the supervision of the Secretary-General and with the colleagues in the IMMA secretariat and technical experts from Members to ensure that the industry voice is heard by the relevant institutional bodies when deciding policies that affect the industry and its products.

The Technical Manager will monitor and timely report intelligence to IMMA and its Members on relevant developments, such as relevant (upcoming) changes to international technical standards and regulations and policies, and contribute to the updating of electronic tools in use in this context (e.g. SharePoint).

IMMA staff are instrumental in aligning Members' views to reach common positions. They deliver timely, high-quality documentation, and communicate clearly both internally and externally. Due to the broad scope of IMMA, setting and managing priorities judiciously is very important. All activities are in accordance with the IMMA Code of Conduct.

The Technical Manager will report to the Secretary-General and work in close collaboration with the other team members in the Secretariat.

### **Duties and responsibilities**

- 1) Supporting the coordination of assigned internal IMMA technical groups (addressing vehicle safety, environmental performance, climate change, electric vehicles or any other relevant topic). This includes:
  - a. Timely preparation of the agenda with the necessary background information;
  - b. Minute-taking and follow-up on actions and issues to be reported;
- 2) Preparation of documentation, e.g. position papers, to clarify or stimulate discussion, as required.
- 3) Assistance to and representation of IMMA at external technical meetings and conferences as required and agreed, to ensure that the Association's position is properly and positively represented. This includes:
  - a. Analysis of the agenda and working documents beforehand and report the relevant issues to the corresponding IMMA expert groups.
  - b. Minute-taking and follow-up on actions and issues to be reported.
- 4) Research issues of interest or provide other assistance, as requested, on e.g., road safety, sustainable development, or other.
- 5) Support to the further progressive use and evolution of electronic tools and IT in IMMA (e.g. SharePoint)

## Requirements

- University degree or similar
- 3-5 year experience with vehicle regulations, vehicle type approval or related field
- Experience with writing policy documents for publication, a strong asset
- Good knowledge of vehicle / transport and mobility industry sector
- Experience with national, regional, or international institutions
- Fluency in English
- Strong analytical and project management skills
- Excellent knowledge of current information technology systems (Office, SharePoint and other CMS)

## Additional personal qualities

- Strong attention to details
- High level of initiative, organized, autonomous, and collaborative
- Customer service skills: courteous, enthusiastic
- Motivated to work in a small team
- Flexible and eager to learn

## Values

- With Teamwork as key value, rewards are based on collective achievement
- Respecting and promoting individual and cultural differences
- Clear and concise communication
- Result-oriented
- Moving forward in a changing environment

## Invitation

We offer you the support and recognition that you deserve and an excellent opportunity to discover the challenges in a dynamic international NGO.

If you are interested in this opportunity, please send your CV with cover letter in English no later than 15<sup>th</sup> of September 2022 to [info@immamotorcycles.org](mailto:info@immamotorcycles.org).