



ISTA is looking for a System Auditor

The International Seed Testing Association (ISTA), with headquarters in Zurich, Switzerland, has a vacancy for a newly opened position of System Auditor.

ISTA is a non-profit Association under Swiss law. It produces internationally agreed rules for seed sampling and testing, accredits laboratories, promotes research, and disseminates knowledge in the area of seed science and technology. Its membership currently consists of laboratories, personal members and associate members from 83 countries around the world.

The successful candidate will work at the ISTA Secretariat in Switzerland (Bassersdorf (ZH)) and will be responsible for performing on-site ISTA audits and supporting the Proficiency Tests programme organised by the Association. The following requirements are essential for success in this role:

Experience:

At least 3 years' experience performing audits, reflecting progressive expansion in responsibilities, preferably in the seed sector or related fields.

Education:

Bachelor's degree or equivalent in agriculture/biology or another relevant field. Experience in quality assurance; certification and registration as Quality System Auditor or Lead Auditor with an internationally recognized quality assurance body under an internationally recognized scheme is desirable.

Job Requirements:

- Ability to audit against the ISTA Accreditation Standard
- Knowledge of seed testing and related technology
- Ability to cooperate – team player
- Professional computer skills in MS office programs (Word, Excel, PowerPoint, Access, Office 365)
- Basic skills in statistics
- Ability to communicate effectively in writing and orally in English
- Additional language skills are a definite asset
- Ready and willing to travel internationally including long distance travel (the position would require about 10 international travels per year)
- Ability to communicate and work with people belonging to different cultures
- Relocation to an area with possibility of daily commuting to the ISTA Secretariat

Job Responsibilities:

The successful candidate must be able to perform effectively in each of these areas:

- Preparation of the audit programme
- Coordination of audit, including coordination of technical auditor and audited laboratory
- Assist with travel arrangement and visa procurement
- Performing audits (both document and on-site assessment)
- Participation in required meetings (e.g. Accreditation Department meeting, staff meeting, annual meeting, auditors meeting)
- Support the ISTA Proficiency test Program
- Participate in the ISTA Secretariat Quality Assurance program
- Support organization of Quality Assurance workshops
- Highly developed and demonstrated teamwork. Experience working in and contributing to a flexible, employee-empowering work environment
- Be an active participant in various ISTA Secretariat activities and programs as may be required, including: Publications, Marketing, Technical Committees support and communication and team activities.

The selection process would include up to two practical days' work in the ISTA Secretariat.

To apply: Please send your cover letter, resume, and the names and contact information of three references to the attention of:

Dr. Florina Palada
ISTA Secretariat
Zürichstrasse 50
CH-8303 Bassersdorf
Switzerland
florina.palada@ista.ch

Deadline for application: **31 October 2020**