

2020

**QUALIFICATION CRITERIA FOR
SADCA POSITIONS AND TRANSFER
OF RESPONSIBILITIES:
SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

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1. PURPOSE

The purpose of this document is to describe the qualification criteria for Chair and Vice-Chair positions and the transfer of responsibilities to ensure succession and continuity in the various positions described below.

2. CRITERIA FOR SADCA POSITIONS

2.1 The criteria for candidates for all SADCA Chairs and Vice-Chairs, including those of the MRA Council and all Committees are:

- i) Must have the required support of its AB / government to attend the meetings of SADCA;
- ii) Must possess good knowledge of the international accreditation systems of conformity assessment bodies;
- iii) Must possess the ability to direct and administer meetings effectively;
- iv) Must possess leadership skills;
- v) Must be able to communicate in English; and
- vi) Must be willing to travel.

2.2 In addition to the criteria above, the following criteria must be met by the candidates for the specific Chairs and Vice-chairs:

2.2.1 Candidates for the SADCA Chair and Vice-Chair:

- i) Must be a representative of an Arrangement or Ordinary member of SADCA; and
- ii) Must have occupied positions at an executive level in public or private organisations involved in accreditation and/or conformity assessment, for at least three years.

The responsibilities of the SADCA Chair and Vice-Chair are contained in the SADCA Bylaws (A001).

2.2.2 Candidates for the SADCA MRA Council Chair and Vice-Chair:

- i) Must be a representative of an Arrangement member; and
- ii) Must have occupied positions at an executive level in public or private organisations involved in accreditation and/or conformity assessment, for at least three years.

The responsibilities of the MRA Council Chair and Vice-Chair are contained in the AFRAC Bylaws (A001) and MRA Council Terms of Reference (A020).

2.2.3 Candidates for the SADCA MRA Committee Chair and Vice-Chair:

- i) Must be a representative of an Arrangement member of SADCA;
- ii) Must possess good knowledge of the operation of Mutual Recognition Arrangements and Peer Evaluation processes; and
- iii) Must have occupied positions at an executive level in public or private organisations involved in accreditation and/or conformity assessment, for at least three years.

The responsibilities of the SADCA MRA Committee Chair and Vice-Chair are contained in the MRA Committee Terms of Reference (A012).



2.2.4 Candidates for the SADCA Technical Committee Chair and Vice-Chair:

- i) Must be a member of SADCA;
- ii) Must possess good knowledge of the operation of Mutual Recognition Arrangements;
- iii) Must have technical knowledge and skills in accreditation requirements and schemes; and
- iv) Must have occupied management positions in public or private organisations involved in accreditation and/or conformity assessment, for at least three years.

The responsibilities of the SADCA Technical Committee Chair and Vice-Chair are contained in the Technical Committee Terms of Reference (A010).

2.2.5 Candidates for the SADCA Marketing and Communication Chair and Vice-Chair:

- i) Must be a member of SADCA; and
- ii) Must possess marketing and communication knowledge, as well as being up to date with latest technology as it pertains to marketing and communication tools.

The responsibilities of the SADCA Marketing and Communication Committee Chair and Vice-Chair are contained in the Marketing and Communication Committee Terms of Reference, (A024).

2.3 The criteria for the SADCA Secretariat are:

- i) Must be an Arrangement or Accreditation Body Ordinary member of SADCA;
- ii) Must possess general knowledge of national or international accreditation systems of conformity assessment bodies;
- iii) Must possess experience in public or private organisations focused on standards, accreditation and/or international trade, with a minimum of two years of professional experience;
- iv) Have a good knowledge and understanding of the requirements of ISO/IEC 17011; SADCA MRA processes, evaluation processes and SADCA policies and procedures;
- v) Must be proficient in English; and
- vi) Must be willing to travel.

The responsibilities of the SADCA Secretariat are contained in SADCA A019 "SADCA Secretariat Responsibilities".

3. TRANSFER OF SADCA POSITIONS

3.1 Transfer of Chairs, Vice-Chairs and the Secretariat

In the period immediately after the election of a new SADCA Chair and Vice-Chair, the outgoing Chair shall request a meeting with the Chair elect and the SADCA Secretariat in order to review:

- i) A summary of the proceedings and issues undertaken to date;
- ii) Pending tasks and the tasks in progress; and



- iii) The documentation to be handed over.

3.2 Transfer of Chairs and Vice-Chairs of the SADCA MRA Council and the Committees

In the period immediately after the election of a new SADCA MRA Council or Committee Chair and Vice-Chair, the outgoing Chair of the Council or Committee, shall request a meeting with the Chair elect of the MRA Council or appropriate Committee Secretary, as relevant, in order to review the following:

- i) A summary of the proceedings and issues undertaken to date;
- ii) Pending tasks and the tasks in progress; and
- iii) The documentation to be handed over.



ANNEX 1: AMENDMENT RECORD

Section	Change
All	Extensive changes to entire document