



Job Opening

21 February 2014

FSC is looking for a Policy and Standards Officer (male / female) to reinforce its Asia Pacific Regional Office in Hong Kong.

Title:	Policy and Standards Officer for Asia Pacific (male / female)
Organizational Unit:	Policy and Standards Unit (PSU)
About FSC:	<p>FSC is an independent, not-for-profit, non-governmental multi-stakeholder organization, established to promote the responsible management of the world's forests. Today, FSC is the leading certification system for responsible forest management in the world. FSC works by bringing people together to promote responsible forest management and to find solutions to the problems created by bad forestry practices. FSC does so by providing standard-setting, trademark assurance, accreditation services and business value for companies and organizations interested in responsible forestry.</p> <p>Products carrying the FSC label are independently certified to assure consumers that they come from forests that are managed to meet the social, economic and ecological needs of present and future generations.</p> <p>FSC is registered as an international NGO in Mexico, but has its operational headquarters in Bonn, Germany. FSC has 5 Regional Offices and is represented through National Offices or Representatives in 45 countries across the world.</p>
Mission Statement / Objectives of the Function:	<p>The Policy and Standards Officer Asia Pacific is responsible for securing the quality of the development and revision of National Forest Stewardship Standards and Controlled Wood National Risk Assessments in Asia Pacific.</p> <p>In particular, the Policy and Standards Officer will assist and advise the Network Partners and Standard Development Groups in developing their National Standards according to the new FSC Principles & Criteria.</p>
Main Roles and Responsibilities:	<ul style="list-style-type: none"> To assist and advise the FSC Network Partners and the Regional Office in setting up and facilitating Standards



	<p>Development Groups (SDG) in compliance with FSC standards and procedures (60-00x series). This includes:</p> <ul style="list-style-type: none"> ○ conducting a training needs assessment for SDGs. ○ implementing a training program to the Network Partners and SDGs. ○ advising and facilitating regional and national standards development processes as appropriate. ○ monitoring the regional and national standards development processes and the accomplishment of corresponding PSU contracts. <ul style="list-style-type: none"> • To assist and advise FSC Network Partners in setting up and facilitating FSC Controlled Wood National Risk Assessment (NRA) working groups, as well as support these entities in NRA development in compliance with FSC standards and procedures. This includes: <ul style="list-style-type: none"> ○ identifying training needs of NRA coordinators and working groups and conducting the training together with relevant PSU Manager and Regional Director (RD). ○ advising national risk assessment processes in cooperation with relevant PSU Manager and RD. ○ monitoring the NRA development processes in Asia Pacific and the accomplishment of corresponding PSU contracts. • To coordinate between PSU and the Certification Bodies in countries that do not have approved Standard Development Groups, in order to adapt the International Generic Indicators (IGIs) into National Forest Stewardship Standards according to revised version of FSC-STD-20-002 (in progress), once the IGIs are approved. • To develop an annual work plan for a PSU advisory service for Asia Pacific. • To coordinate responses to general FSC Policy and Standards enquiries in Asia Pacific, with PSU, the Regional Office and Network Partners. • To represent FSC externally in technical and other fora. • To prepare quarterly Progress Reports in Asia Pacific to report: <ul style="list-style-type: none"> ○ the progress in developing National Forest Stewardship Standards and the National Risk Assessments. ○ the accomplishment of PSU contracts. ○ the implementation of the advisory service work plan. • Additional tasks as agreed with the Regional Director for Asia Pacific.
Execution of Discretionary Power:	The position does not include any signing authority.
Functional Attribution to Organizational Unit:	The Policy and Standards Officer Asia Pacific reports to the Regional Director for Asia Pacific.



Cooperation with other Operational Units:	<ul style="list-style-type: none"> • All units of FSC International (Director's office, Policy and Standards, Quality Assurance, Communications, Business Development, Network, Central Services). • ASI – Accreditation Services International. • FSC Regional Offices. • FSC Network Partners (e.g. National Offices, National Representatives, National Focal Points).
Qualification, Experience and Skills:	<p>The successful candidate demonstrates the following key competencies and qualities:</p> <ul style="list-style-type: none"> • Education and training: University degree in e.g. Social, Environmental or Economic studies. • Working experience, style and skills: <ul style="list-style-type: none"> ○ At least 2 years of professional experience in multi-stakeholder standards development processes or experience in the forest sector. ○ Experience in facilitating co-operation between social and environmental stakeholders in decision making processes. ○ Solution oriented attitude to work. ○ Administration skills. ○ A strong sense for diligence and accuracy. ○ Proven ability to plan and organize work. • Languages: <ul style="list-style-type: none"> ○ Fluency in English (spoken and written). ○ Working knowledge in other key Asia Pacific languages e.g. Mandarin, Chinese, Bahasa Indonesia/Malaysia, Vietnamese or Japanese is preferred. • Computer skills: Good skills in the use of/experience with MS Office. • Communication Skills: <ul style="list-style-type: none"> ○ Exemplary verbal and written communication skills. ○ Ability to establish and maintain positive interpersonal relations. • Others: <ul style="list-style-type: none"> ○ Ability to work well as a member of a multi-cultural, inter-disciplinary, multi-lingual, global team. ○ Commitment to FSC's mission and values. ○ Demonstrated cultural awareness and sensitivity to the diversity of values, views and approaches to issues relevant to the FSC program by stakeholders around the world. ○ Familiarity at the general level with the scope of FSC's programs of standard setting, accreditation, trademark management and political engagement. ○ Ability to represent FSC through his/her work with exemplary personal and professional authority and conduct.



	<ul style="list-style-type: none"> ○ Understanding of relevant policy and standards issues in the Asia Pacific region.
Terms and Conditions:	<ul style="list-style-type: none"> • Location: Hong Kong • Working hours: Full Time - 40 hours per week. • Duration of employment: Temporary contract -1 year (extension probable). • Starting date: As soon as possible. • Travel: Sporadic travel is required.
How to Apply:	<ul style="list-style-type: none"> • Please send by 21 March 2014 your motivation letter, including salary expectation (net), and Curriculum Vitae as attachments, in English, to Recruitment_2014_06@fsc.org • Please cite Policy and Standards Officer Asia Pacific (m/f) 2014 in the subject line of your email. • Please do not send photos. • Please consult www.fsc.org for further information on FSC. <p>We will confirm receipt of your application. However, only candidates shortlisted for an interview will be further contacted and will receive notice of the final outcome of the selection process. Should you not receive a confirmation of receipt please</p> <ul style="list-style-type: none"> • check your spam filter • and if you cannot find it there contact us at recruitment@fsc.org