



Terms of Reference

1. IDENTIFICATION

Position Title: Policy Manager (Chain of Custody)
Reports To: Head of the Policy & Standards Unit

Interfaces with: FSC International Center
ASI – Accreditation Services International
FSC Regional / National Offices
FSC National Initiatives
FSC Board of Directors
Working Groups / Technical Expert Teams
External key contacts (e.g. public, private, corporate donors, certification bodies, etc)

2. ABOUT FSC

FSC is an independent, non-governmental, not for profit organization established to promote the responsible management of the world's forests. It provides standard setting, trademark assurance and accreditation services for companies and organizations interested in responsible forestry. 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.

3. POSITION DESCRIPTION

The successful candidate in his/her position of 'Policy Manager will be responsible for the following principle complex of work:

- Development and maintenance of FSC policies and standards in the core area of forest product processing, manufacturing and control of sourcing ('chain of custody').

More particularly, the successful candidate will work in:

- 1 Standards development: activities related to the development, maintenance and review of certification and accreditation standards, including:
 - a) Research of technical issues to be covered by FSC policies or standards,
 - b) Coordination and facilitation of Technical Working Groups,
 - c) Coordination and facilitation of pilot tests,
 - d) Build and maintain effective contacts and good relations with stakeholders affected by FSC's 'chain of custody' policies and standards.



- 2 Communication and education:
 - a) Development of communications, guidance and training materials related to FSC's 'chain of custody' policies and standards;
 - b) Providing advice and training to certification bodies, National Initiatives and others throughout the FSC network to ensure the consistent implementation of FSC policies and standards.
- 3 Project development and administration for work areas under his/her responsibility:
 - a) Conceptualizing projects and feasibility studies,
 - b) Support in fundraising and reporting to donors.
- 4 Market research: analyzing relevant market developments and supply situations and their impact on the FSC's 'chain of custody' projects, policies and standards
- 5 Administration and handling of information requests by certification bodies and third parties related to FSC's 'chain of custody' policies and standards
- 6 Represent FSC externally in technical and other fora
- 7 Additional tasks as agreed with the Head of Policy and Standards

4. QUALIFICATIONS AND EXPERIENCE

The successful candidate is able to demonstrate the following key competencies:

- Professional Experience – At least five years of experience in one or more of the following: multi-stakeholder standards development processes; the forest products sector; or corporate environmental and social responsibility programs.
- Education and Training – University/ technical college degree in forestry / wood technology or equivalent experience.
- Languages – Fluency in English (spoken and written), and a high level of proficiency in at least one additional language. Fluency in Spanish is desirable.
- Writing skills - Excellent written and strong verbal communication skills.
- Computer skills - Good computer skills, including the use of standard software packages (Word, Excel, PowerPoint, Outlook, Access) and database management platforms.
- Team Membership Skills – The successful candidate works well as a member of a multi-cultural, inter-disciplinary, multi-lingual, global team while providing integration in critical areas of development.



- Cultural awareness - 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.
- Ability to relate to the FSC's Values and Approach – The successful candidate identifies with the values and mission of the FSC, relates to the principle mechanisms of the organization and is at a general level familiar with the scope of FSC's programs of standard setting, accreditation, trademark management, political dialogue and networking.
- Personal Conduct – The successful candidate through his/her work represents the FSC as a whole, the policy and Standards Unit and the FSC Executive Director with exemplary personal and professional authority and conduct. The successful candidate conducts his/her work with uncompromised integrity and loyalty appropriate to the position.

5. WORKING CONDITIONS

The position is based at FSC in Bonn, Germany.

Forty working hours per week.

Sporadic travel will be required.

Two year initial contract (possibility of extension)

30 days holiday per year, plus official holidays.

FSC is an equal opportunity employer and does not discriminate on the basis of gender, nationality or religion.

How to apply:

All applications, full CV/resume and a covering motivation letter should be sent to Ms Guillermina Garza, Head of the Director's Office, via e-mail g.garza@fsc.org or via post to:

Forest Stewardship Council International Centre
Charles-de-Gaulle-Strasse 5
53113 Bonn, Germany

Please refer to this code in the subject line of the email when you apply:

Further information is available by visiting the FSC web site www.fsc.org

Applications should be submitted by **30 November 2009**

Only short-listed candidates will be contacted.