

Accreditation Program Manager Terms of Reference

ASI-Accreditation Services International GmbH (ASI) is an independent accreditation body located in Bonn, Germany, which delivers accreditation services to the Forest Stewardship Council and other certification schemes worldwide.

The Accreditation Program Manager's position is based in Bonn, Germany.

ASI Accreditation Program Managers are responsible for planning, performing and following-up on ASI accreditation and surveillance assessments to accredited certification bodies.

Responsibilities of ASI Accreditation Program Managers

- Accreditation Services: Document review for applicant certification bodies. Planning and performing accreditation and surveillance assessments, and preparation of assessment reports according to FSC standards and ASI procedures. Daily management of and communication with FSC accredited and applicant certification bodies.
- Management of stakeholder comments and complaints and communication with individual stakeholders.
- Project Management: Participation in and review of specific projects as required.

Competencies required

- Professionalism: Expert knowledge in accreditation and/or certification and professional experience in forest management is essential. Professional knowledge of timber supply chain is also needed.
- Communication: Excellent communication skills in English are essential. German, Spanish and/or French is also needed. Other languages are an asset for this position.
- Planning and organisation: Proven ability to plan and organize work independently, and meet strict deadlines.



- Teamwork: Good interpersonal skills, demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds. Ability to work successfully as part of a team is essential.
- International relations: Ability to work in the international arena, and deal with other international organizations. International travels are required.
- Skills: Quality-related methods and techniques including quality management tools and their application, social responsibility and environmental management methods and techniques and their application.
- Client orientation: Ability to communicate well with clients as well as establish and maintain effective relationships.

Qualification and Experience

Education

Advanced university degree in forestry or other related degree. A combination of relevant academic qualifications and extensive professional experience may be accepted in lieu of an advanced university degree.

Work experience

Professional work experience in forestry and forest management, and the accreditation and/or certification fields.

A knowledge of the FSC accreditation/certification system is preferred.

Background in quality and/or environmental management systems (ISO 9000, ISO 14000) is recommended.

ISO Lead Assessor qualification or equivalent preferred.

Experience of work in a multicultural and multidisciplinary environment.

Language

Fluency in oral and written English is essential. Ability to work in German, Spanish and/or French is required. Proficiency in at least one other relevant language is desirable.

About the Organization

ASI-Accreditation Services International (ASI) is a limited liability company (GmbH) registered under German law. Sole shareholder of ASI is the Forest Stewardship Council (FSC), registered as an Association Civil in Mexico.

For more information on ASI, please visit www.accreditation-services.com

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: **09.06 Accreditation Program Manager.**

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

The position will remain open until filled.

Only short-listed candidates will be contacted.