

Job Opening

ASI Accreditation Program Manager

MSC Accreditation Program

Posting Date: 18 January 2010

Job Description

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

The Accreditation Program Manager is responsible for planning, performing and following-up on ASI surveillance audits to applicant and accredited certification bodies in relation to fisheries and chain of custody assessments and certifications conducted in accordance with the requirements of the MSC's certification programme.

This position plays an essential role ensuring the robustness and credibility of the MSC programme by evaluating conformance of certification bodies in its application. The work involves a strong technical understanding of fisheries assessment, management and/or research as well as fishery supply chains. The position will provide an opportunity for intellectually challenging and stimulating work on a variety of global fishery issues and assessments.

Responsibilities

- Accreditation Services: Planning, evaluation and preparation of reports for applicant certification bodies and monitoring of accredited certification bodies according to MSC procedures. This involves undertaking office and field audits of certification bodies against MSC Accreditation requirements and CB assessments against Fishery and Chain of Custody Standards, Methodologies and related directives.
- Technical Assessment: Participation in and review of specific fishery and chain of custody assessments as required.
- Management of individual stakeholder comments and complaints.

Competencies

- Professionalism: Expert knowledge in fisheries management, fisheries assessment, sustainability, accreditation and/or certification and in the field of fisheries is essential. Good professional knowledge of fisheries supply chains is also needed.
- Communication: Excellent communication skills, both oral and written in English. Proficiency at a working level in at least one other relevant language (e.g. Spanish, French, Chinese).
- Planning and organisation: Proven ability to plan and organise work, and meet deadlines. Demonstrated ability to generate quality results on concurrent assignments.
- Management, organisational and personal attributes: Excellent personal organisational and work planning skills, demonstrating high productivity and ability to manage competing work priorities; high personal and work ethics; and a successful record of project development and management. Solutions oriented approach to working with clients and within the team.

ASI – Accreditation Services International GmbH

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Handelsregister/Commercial Register: Bonn HRB 13790 • Ust.-ID Nr./VAT-No.: DE 814 596 687

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

Required Qualification and Experience

Education and knowledge

- University or post-graduate degree or equivalent in fisheries or marine conservation, biology, or management.
- Demonstrated knowledge of fisheries and resource sustainability issues, particularly as they relate to wild capture fisheries and the MSC's Principles and Criteria for Sustainable Fishing.

Work experience

- Demonstrated professional experience in one, or combinations of, the following:
 - Experience and understanding of peer reviewed stock assessments or fishery analyses of similar complexity;
 - At least 2 years in fisheries management (up to 5 or more preferred);
 - Minimum of 2 years experience of research into, policy analysis for, or management of fisheries impacts on aquatic ecosystems (up to 5 or more preferred).
 - Relevant advanced fisheries education or training might be considered to substitute for some or all experience.
- Well-developed analytical and systematic problem solving skills, demonstrating sound reasoning abilities and logical decision-making.
- Well-developed computer and IT skills, including the use of standard software packages (Word, Excel, PowerPoint, Outlook, and Adobe Acrobat). Relevant and competent use of electronic information systems and databases.

General

- Knowledge of the MSC 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. Assessor and auditing training may be provided to a candidate with exceptional fisheries and/or fisheries supply chain background or experience.
- Experience of work in a multicultural and multidisciplinary environment.

Working Conditions

- There is an expectation that this position is based for an initial training period of up to 12 months in Bonn, Germany.
- ASI-Accreditation Services International (ASI) is a limited liability company (GmbH) registered under German law. ASI is an equal opportunity employer and does not discriminate on the basis of gender, nationality, ethnicity, or religion. For more information, visit www.accreditation-services.com



How to Apply

- Applicants should submit a Curriculum Vitae, covering letter, and the names of three professional references.
- Applications can be sent in electronic format by e-mail to k.tu@accreditation-services.com. Hard copy applications can be mailed to Ms. Kelly Tu, Accreditation Services International (ASI), Charles-de-Gaulle Str. 5, D-53113, Bonn, Germany.
- The deadline for receiving applications is February 26, 2010.
- Only candidates selected for an interview will be contacted.

For additional information, please contact Ms. Kelly Tu, directly by e-mail k.tu@accreditation-services.com or by phone at 00 49 228 367 66 21.

