



Job Opening

Policy Manager (Ecosystem Services) Parental Leave Substitute (m/f) Policy and Standards Unit

Mission Statement / Objectives of the Function:

The Policy Manager (Ecosystem Services) manages assigned projects and activities to develop procedures, guidelines, and other supporting elements for the certification of Ecosystem Services.

Main Roles and Responsibilities:

- To manage the development of the FSC Procedure Demonstrating the impact of forest stewardship on ecosystem services (FSC-PRO-30-002).
- To manage the development of the FSC Guidance for Maintaining and Enhancing Ecosystem Services.
- To manage the development of a registry for certified ecosystem services.
- To support the development of requirements for promotional claims and trademark use related to FSC ecosystem services tools.
- To consult with stakeholders in the development of policies, procedures, standards and guidelines.
- To establish and maintain good relations with members, stakeholders, certification bodies, research institutions, intergovernmental organizations and other relevant organizations.
- To represent FSC professionally both within the FSC Network and towards external stakeholders and audiences.
- To perform administrative tasks related to the payment of invoices, signing of contracts and submission of reports.
- Additional Tasks as agreed with the Program Manager (Ecosystem Services).

Execution of Discretionary Power:

The position does not include any signing authority.

Functional Attribution to Organizational Unit:

- Formal and functional reporting: The Policy Manager (Ecosystem Services) reports to the Program Manager (Ecosystem Services).
- Formal and functional supervision of staff: The Policy Manager (Ecosystem Services) supervises no staff.



Qualification, Experience and Skills:

- Education and Training: University degree in a relevant field (e.g. Forestry, Biology, Natural Resource Management, Forest Economics, natural resource economics).
- Working Experience, Style and Skills:
 - At least 5 years of professional experience in one or more of the following fields: multi-stakeholder initiatives, standard development processes, the forestry sector, sustainability/ecosystem services certification, Payment for Ecosystem Services (PES) schemes (including and beyond carbon); funding, development or auditing of PES projects; conservation management; corporate environmental responsibility programs.
 - Practical experience with the development or implementation of FSC standards and procedures is an asset.
 - Good time management skills: Ability to perform well while handling simultaneously a number of functions.
 - Solution oriented attitude to work.
 - Extensive Project management experience.
- Languages:
 - Fluency in English required (spoken and written).
 - Fluency in Spanish an asset (spoken and written).
 - Fluency in French an asset (spoken and written).
- Computer Skills – good skills in the use of/experience with:
 - Good skills in the use of standard software packages (MS Office).
 - Database management platforms.
 - Experience with Content Management Systems.
- Communication Skills:
 - Exemplary verbal and written communication skills that create cohesive team efforts and affect decision making.
 - Active-listening skills, the ability to facilitate interactive discussions and maintain positive interpersonal relations.
- Others:
 - 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.



Terms and Conditions:

Location: Bonn, Germany.

Working Hours: Full time - 40 hours per week.

Duration of Employment: Temporary contract - 1 year parental leave substitute.

Starting Date: As soon as possible.

Travel: Sporadic travel is required.

How to Apply:

Please send your motivation letter (including your net salary expectation) and your CV in English as email attachments to Recruitment_2016_20@fsc.org. Please do not send any photos and make sure to insert "**Policy Manager Ecosystem Services (m/f) 2016**" in the subject line of your email. The deadline for applications is **08 May 2016**

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 check your spam filter and if you cannot find it there contact us at Recruitment@fsc.org

Please be informed that the first round of interviews is scheduled to take place mid - end of May via telephone or Skype.

We are looking forward to receiving your application!

The FSC HR Team