

PEFC Council - Job Description

Employee	:	n.n.
Position Title	:	Technical Officer – Standards (SFM)
Location	:	Geneva, remote options possible, depending on the candidate
Occupation Time %	:	100 %
Unit/Department	:	Technical
Supervisor	:	Technical Manager
Supervised positions	:	N/A
Travel:	:	10% - 40 %, depending on the location
Beginning:	:	1 st November / asap

GENERAL MISSION

- Coordinate, develop and maintain the Technical Documentation (SFM) (with the focus on forest management)
- Coordinate the PEFC system assessments against PEFC requirements

RESPONSIBILITIES

Coordinate, develop and maintain the Technical Documentation (SFM)

- Draft new and revised standards, guides and other documents as necessary (standard setting, sustainable forest management including Trees outside Forests, group certification, certification procedures, amongst others.)
- Support and coordinate the establishment and organisation/administration of technical working groups
- Support of SFM related advocacy

Support and clarification on the implementation of Technical Documentation

- Follow-up action on development and implementation of new/revised documentation
- General support/clarification of incoming questions on new and established technical documentation from members, scheme users and other stakeholders.

Scheme assessment

- Coordinate the assessment process, including administrative tasks,
- Monitor and evaluate the assessment process and initiate and coordinate a process improvement

Additional duties

Respond to other duties as may be from time to time allocated by the line manager

REQUIREMENTS

- Education
 - Educated to degree level in forestry or equivalent (required)
 - Fluent in English speaking and writing (required)
 - Profound knowledge in Microsoft Office world
- Previous experience
 - A minimum of 5-8 years in position related to standardization, certification and forestry (required)
 - Excellent knowledge of the PEFC system (required)
 - Proven track record of effective working group moderation (required)
 - Experience of working in an international environment (desirable)
- Skills and abilities
 - Strong in conceptual work
 - Ability and willingness to concern oneself in detail with technical procedures
 - A confident multitasker, able to prioritise effectively
 - Comfortable in working as part of a small, multinational, multi-disciplinary team
 - Excellent interpersonal skills
 - A self-starter, able to work with minimum supervision

For further information and application, please contact:



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