

We are looking for two **FSC Lead Assessors based either in Central Africa, North America or East Asia** to join our team.

**Vacancy closes 30 July 2021.**

## About us

ASI – Assurance Services International – is an assurance partner for leading voluntary sustainability standards and initiatives ([read more about them here](#)). ASI offers third-party accreditation for voluntary certification schemes – in short, “auditing the auditors”. We also design and oversee bespoke alternative assurance models to increase effectiveness and manage oversight in our clients’ systems.

The ASI Team consists of [more than 80 sustainability professionals](#) with diverse backgrounds and expertise. We have our headquarters in Bonn, Germany, an office in Kuala Lumpur, Malaysia and colleagues based on every continent. We are proud of the diversity represented in our team: 20+ languages, 35+ nationalities and experience in dozens of sectors.

With our global presence, we work together to achieve our mission: We are the world’s choice when confidence in claims is needed.

Read more about us on our website: [www.asi-assurance.org](http://www.asi-assurance.org)

## Your role

As FSC Assessor, you will report directly to the ASI FSC Program Manager. The ASI Assessor, is responsible for planning, performing and following-up on ASI assessments to applicant and accredited Conformity Assessment Bodies (CABs) in relation to FSC certifications conducted in accordance with the requirements of the FSC accreditation program.

Assessors play an essential role in ensuring the robustness and credibility of the FSC program by evaluating conformance of CABs. The position provides an opportunity for intellectually challenging and stimulating work on a variety of global sustainability topics in the forest products sector.

Your core responsibility will include to carry out assessments in a number of ways: these involve undertaking audits of CABs against FSC requirements by onsite inspections of CABs' records, systems and documents, by desk review, by witnessing FSC audits, conducting compliance assessments at Certificate holder level and by monitoring traceability.

The main tasks are:

- Planning and performing accreditation and surveillance assessments, primarily in the region where the assessor will be based (East Asia, Central Africa or North America) and occasionally worldwide.
- Preparing assessment reports and following up on nonconformities according to accreditation standards and ASI procedures.
- Communicating internally with the FSC Program Manager.
- Commenting on internal policy and procedure development processes, as necessary.

- Providing technical support on incidents, complaints and appeals.

## What you bring

Our ideal candidate brings a combination of knowledge, skills and experience:

- Knowledge: Expert knowledge in forest management, accreditation and/or certification (auditing) is essential. Additional experience in relation to human rights and global wood products supply chains is an asset.
- Language skills:
  - All: Oral and written English proficiency is necessary
  - North America and Central Africa positions: Oral and written French preferred
  - East Asia position: Oral and written Mandarin preferred
- Organisational skills: Excellent personal organisational and work planning skills, demonstrating high productivity and ability to manage competing work priorities; high personal and work ethics. Proven ability to plan and organize work independently and meet deadlines.
- 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. Dealing effectively with difficult communications and remaining professional when negative feedback, complaints and/or conflicts of interest occur.
- Auditing and Analytical Skills: Application of quality-related methods and techniques including quality management tools, social responsibility and environmental management methods and techniques. Well-developed analytical and systematic problem-solving skills, demonstrating sound reasoning abilities and logical decision-making. Ability to make impartial decisions in all circumstances.
- Computer skills: use of standard MS Office (Word, Excel, PowerPoint, Outlook, and Adobe Acrobat) and Google applications. Proficient and competent use of electronic information systems and databases. Advanced user of GIS tools is preferred.
- Education: Advanced university degree in Forest management, Forest Ecology, Environmental sciences or other related degree. A combination of relevant academic qualifications and extensive professional experience may be accepted in lieu of an advanced university degree.
- Experience: 7 or more years of professional work experience in Forest Management. 5 or more years of auditing experience (preferably FSC) is essential. Previous work in a multicultural and multidisciplinary environment is desirable.
- Motivations: Have the desire to improve natural resources management practices globally.

## What we offer

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

This position is:

- Full time (100%), part time (50%+) is possible
- Contractor position (service agreement)
- Location is flexible within Central Africa, North America or East Asia
- Intensive and job-specific onboarding and training (including 1-2 weeks in Bonn, Germany for induction training or remote, pending on travel restrictions)
- Opportunity for professional development & training

### **How to apply**

Send the following documents to [vacancy@asi-assurance.org](mailto:vacancy@asi-assurance.org) by the deadline above:

- CV/resume,
- Motivation letter including expected remuneration, and
- Contact details of two professional references, with the understanding that ASI may contact these individuals directly.

Please note that only candidates selected for an interview will be contacted. We will keep your file in our records for 6 months, it will be deleted after this period.