



## **Job Description**

### **AFOLU Program Coordinator**

#### **Voluntary Carbon Standard Association**

**Job Title:** AFOLU Program Coordinator

**Location:** Washington, DC, USA

**Start Date:** July 2009

**Reporting to:** Program Manager

#### **Background on the VCS Association**

The VCS Association (VCSA) is the organisation responsible for the management of the VCS Program, which was launched on 19 November 2007. The primary objective of the program is to bring standardization, transparency and credibility to the voluntary carbon market, and the VCS has now established itself as the leading GHG standard and program in the voluntary carbon market.

The VCSA launched the Agriculture Forestry and Other Land Use (AFOLU) Guidelines in November 2008 and is now looking to recruit a dynamic AFOLU Program Coordinator to drive the VCS Program's AFOLU agenda.

#### **Job Description**

The AFOLU Program Coordinator will be responsible for managing all AFOLU activities under the VCS Program and will work closely with the AFOLU Steering Committee. Principal tasks and responsibilities will include, at a minimum, the following:

- 1) Manage all AFOLU enquiries from project developers, validators, verifiers and other VCS Program stakeholders.
- 2) Provide oversight of the VCS AFOLU Pooled Buffer Account and its periodic 'truing up' adjustments.
- 3) Engage with risk and insurance experts to explore how the VCS buffer approach could be built upon to maintain or improve its robustness.
- 4) Facilitate new project and module development, for example by creating a VCS AFOLU Project Description template and associated guidance, and by assisting organizations developing new AFOLU methodologies and other tools/modules.
- 5) Manage the development and launch of guidelines for new AFOLU project categories, such as 'avoided conversion of non-forest land'.

- 6) Manage the elements of the double approval process for project elements in which the VCSA needs to be involved.
- 7) Develop VCS AFOLU communications materials.
- 8) Represent the VCS Association at conferences and other industry events.
- 9) Manage the process of identifying, selecting and supervising independent consultants to assist with aspects of the AFOLU work conducted under the VCS.
- 10) Manage administrative aspects of the AFOLU Steering Committee.

#### **Required Knowledge, Experience and Skills**

- 1) Good knowledge of voluntary and regulated carbon markets, and how AFOLU projects can fit within the framework of the carbon market.
- 2) Masters degree in natural or environmental science, or other relevant area, would be considered an asset.
- 3) Minimum three years work experience, preferably in the carbon market or in the agriculture and/or forestry sector.
- 4) Fluency in English; another UN language would be considered an asset.

#### **Required Competencies**

- 1) Sharp analytical mind, with good attention to detail.
- 2) Ability to multi-task on issues of substance.
- 3) Ability to work independently and on own initiative.
- 4) Professional approach and demeanor.
- 5) Good organizational, communication, interpersonal and team skills.

#### **Terms and Conditions:**

A competitive salary is available and other terms and conditions will be discussed during the application process. Applicants must be eligible to work in the US.

In order to streamline the application process, applicants are requested to submit the following documents:

- 1) Cover letter (not to exceed one page).
- 2) CV/resume (not to exceed two pages).
- 3) A short piece (maximum 500 words) outlining the major technical challenges for crediting activities in the AFOLU sector.

All applications must be submitted to [secretariat@v-c-s.org](mailto:secretariat@v-c-s.org) by close of business 17 June 2009.