



Job Description

Program Officer

Voluntary Carbon Standard Association

Job Title: Program Officer

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 is now looking to recruit a dynamic Program Officer to drive forward the technical aspects of the VCS Program.

Job Description

The Program Officer will play a key role in the small and dynamic Program Team. The team is responsible for all operational aspects of the VCS Program and for informing and shaping its strategic direction. Principal tasks and responsibilities will include, at a minimum, the following:

- 1) Manage all enquiries from project developers, validators, verifiers and other VCS Program stakeholders.
- 2) Play a lead role in the relationship with the VCS Registries and Project Database, handling day-to-day operational issues and rolling-out of new functionality.
- 3) Manage the elements of the double approval process for project elements in which the VCSA needs to be involved.
- 4) Work on new policy initiatives, to expand and develop the scope of the VCS Program.
- 5) Participate in conferences and other industry events.
- 6) Develop and maintain website content.
- 7) Manage administrative aspects of the Program Team.
- 8) Assisting with other parts of the organization as needed.

Required Knowledge, Experience and Skills

- 1) Good knowledge of voluntary and regulated carbon markets.
- 2) University education.
- 3) 1-2 years work experience in the fields of environment, energy, consultancy, financial services or information technology would be considered an asset.
- 4) Fluency in English; another UN language would be considered an asset.
- 5) Experience and expertise designing, operating, verifying against or using standards and protocols 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) Resume/CV (not to exceed two pages).
- 3) A short piece (maximum 500 words) outlining how the VCS Program is relevant to the international carbon markets.

All documents must be submitted to secretariat@v-c-s.org by close of business 17 June 2009.