

Job Title: Program Manager

Start Date: Immediately

Duration: Through 31 July 2012, possibly extending to long-term employment

Location: Washington, DC, USA

Reporting to: CEO

Background on the VCS Association

The Verified Carbon Standard (VCS) and the associated VCS Program were launched in November 2007 and are now well established among the leading global greenhouse gas (GHG) standards and programs in the voluntary carbon market. Our primary objective is to bring standardization, transparency and credibility to the voluntary carbon market. Increasingly, we are generating lessons and providing inputs for compliance regimes emerging worldwide.

The VCSA is looking for a Program Manager to take over management of the VCS Program and the program team while the current Program Manager is on maternity leave. While this is initially a limited time engagement, there could be an opportunity for longer-term employment at the VCS Association once the initial term expires.

Job Description

The Interim Program Manager will be responsible for managing all aspects of the VCS Program. Principal tasks and responsibilities will include, at a minimum, the following:

- Manage the program team (based in the Washington, DC and overseas VCS offices) and its work program.
- Ensure that all interactions between VCS program team and market stakeholders are effective and transparent.
- Oversee the work of the VCS registries, including managing audits of the registries and further developing the functionality of the registry system as necessary.
- Oversee the work of validation/verification bodies (VVBs) working under the VCS, including finalizing the VVB manual (under development), providing continuing guidance for VVBs, auditing the VVBs, and resolving any issues that may arise.
- Manage the VCS methodology approval process to ensure timely contracting and management of VVBs, appropriate oversight of VVBs, and the effective review of methodologies that are approved or revised under the Program.
- Manage the ongoing development of internal procedures for the program team.
- Contract and manage outside experts and service providers, such as experts for reviews of methodologies and IT providers for operational needs.
- Assist with other parts of the organization as needed.

Required Knowledge, Experience and Skills

- Excellent knowledge of the voluntary and regulated carbon markets, with a minimum of two years' work experience in the field.
- A minimum of five years professional experience in the fields of auditing, systems controls, environment, energy, consultancy, financial services or information technology.
- Demonstrated project and people management ability.
- Excellent technical writing and oral communication skills.
- Fluency in English; another UN language would be considered an asset.
- Masters' degree in a relevant field would be considered an asset.
- Experience and expertise in designing, operating, verifying against or using standards and protocols would be considered an asset.

Required Traits

- Sharp analytical mind, with excellent attention to detail.
- Ability to multi-task on issues of substance.
- Ability to work independently and on own initiative.
- Professional approach and demeanor.
- 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:

- Cover letter (not to exceed one page).
- Resume/CV (not to exceed two pages).
- A short writing sample (maximum 500 words) outlining the key challenges the VCS Program faces in the next phase of its development.

All documents must be submitted to employment@v-c-s.org by close of business 16 December 2011.