



Innovative Solutions for Global Conservation

JOB DESCRIPTION

Title:	Staff Auditor III
Unit:	RA-Cert
Reports to:	Manager, Africa
Location:	Central Africa
Status:	Full Time. Staff /Consultant
Classification:	10 Category

The Rainforest Alliance is an international nonprofit organization that works to conserve biodiversity and ensure sustainable livelihoods by transforming land-use practices, business practices and consumer behaviour. With headquarters in New York City, and offices worldwide, the Rainforest Alliance works with people whose livelihoods depend on the land, helping them transform the way they grow food, harvest wood and host travellers. For more information, please visit <http://www.rainforest-alliance.org/about>.

Position Summary:

The Staff Auditor III will be responsible for the management of strategic and high visibility certification audits and assessments for RA-Cert's certification services. Responsibilities will include audit planning and scheduling, stakeholder communications, on-site visits, and report writing. S/he will also manage the certification process for a subset of RA-Cert region clients and provide customer service, report reviews, quality control. S/he will support Manager, Africa in quality control, training, as well as other new business initiatives.

Responsibilities:

Auditing

- Manage and conduct certification services, including assessments and annual audits for RA-Cert clients, including on-site visits to client operation facilities in the region;
- Conduct desk audits;
- Manage all audit logistics/ travel arrangements to conduct the assigned fieldwork;
- Write audit/assessment reports based on audit findings;
- Communicate with clients and RA-Cert staff in preparation and finalization of audit engagements;
- Serve as expert in RA-Cert auditing service notably in the interpretations of standards, policies and protocols.

Task Management

- Manage the execution of assessments and audits for a portfolio of clients to include budgeting, service contracts, team identification, logistical planning, report review, liaison with clients and finalization of reports for approval;

- Develop, implement and manage annual audit schedules and ensure timely and efficient completion of annual audits;
- Ensure efficiency, quality control and adherence to RA-Cert technical and administration certification protocols for all jobs directly under his/her responsibilities;
- Receive, process and file forms, conduct data entry and other information for a full range of certification services;
- In coordination with the RA-Cert staff, provide customer service to current and potential Rainforest Alliance clients to include, (but is not limited to), providing information about certification, guidance on interpretation of certification standards and logo use.

Other responsibilities

- Active participation in policy development and technical improvements to the certification system;
- Assist Regional manager or team in quality control monitoring and report review and approval;
- Assist in new auditor development, through direct involvement informal training programs, on- the-job training and mentoring;
- Support regional team in sales and marketing of RA-Cert services in the region;
- Serve as RA-Cert relationship manager with selected important regional clients;
- Support regional manager with special project management that address quality control, new service development, complaints and appeals processes and stakeholder relations; and
- Other duties as assigned.

Qualifications:

- Bachelor degree in Forestry or Forest Industries, Ecology, or Natural Resource Management required; Master's degree preferred;
- 7-10 years of field work experience in forest management, forest product industry or related field;
- Excellent verbal and written communication skills in English & French;
- Previous auditing experience and/or ISO training preferred;
- Strong skills in MS office, Adobe Acrobat, databases, and Internet;
- Background or interest in environmental conservation preferred;
- Knowledge of RA-Cert certification and/or FSC certification a plus;
- Strong customer service skills;
- Verbal and written communication skills in English a plus
- Initiative, self-motivated, resourceful, detail oriented, dependability, strong attention to detail;
- Ability to work independently and as part of a team; and
- Willingness and ability to travel up to 75% of the time.

Salary: Commensurate with experience.

To apply: Send **CV**, **cover letter** detailing your interest in and qualifications for this position, and salary history to cameroonpersonnel@ra.org. Please use the following format in the subject line: first name and last name, job title of position you are applying for.

Deadline to apply: November 30th 2017

The Rainforest Alliance is an equal opportunity employer