



Job Description

Voluntary Carbon Standard Association

Job Title: Program Officer

Location: Washington, DC, USA

Start Date: March 2010

Reporting to: Program Coordinator

Background on the VCS Association

The Voluntary Carbon Standard Association (VCSA) is responsible for the management of the Voluntary Carbon Standard (VCS) and its associated program, which were launched on 19 November 2007. The primary objective of the VCS is to bring standardization, transparency and credibility to the voluntary carbon market, and the VCS has now established itself as one of the leading GHG standards and programs in the voluntary carbon market. In addition, the VCS is likely to play an important role in the development of compliance regimes worldwide.

The VCSA is looking for a dynamic Program Officer to focus on operational and technical aspects of the VCS Program.

Job Description

The Program Officer will play a key role in the 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 enquiries from project developers, validators, verifiers and other VCS Program stakeholders.
- 2) Assist with the Agriculture Forestry and Other Land Use (AFOLU) program, by continuing development of the framework and providing support to organizations developing new AFOLU methodologies and other tools/modules.
- 3) Work with the VCS registries and project database, to handle day-to-day operational issues and roll-out of new functionality.
- 4) Work on new policy initiatives, to expand and develop the scope of the VCS Program.

- 5) Manage administrative aspects of the AFOLU program.
- 6) Participate in conferences and other industry events.
- 7) Assist in other parts of the organization as needed.

Required Knowledge, Experience and Skills

- 1) University education.
- 2) Good knowledge of voluntary and regulated carbon markets, including AFOLU sectors, would be considered an asset.
- 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 Traits

- 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 writing sample (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 19 February 2010.