



Job Opening

FSC Sub-Regional Coordinator Southern Africa (male / female)

FSC Regional Office for Africa - Network Unit

Mission Statement / Objectives of the Function:

The Sub-Regional Coordinator for Southern Africa is responsible for the strengthening of FSC's position in Southern Africa. He/She supports the development of sub-regional and national FSC policies, standards and strategies and ensures the continuous development of markets as relevant for FSC. The Sub-Regional Coordinator for Southern Africa moreover implements the sub-regional strategy and manages relevant FSC business affairs in Southern Africa.

Main Roles and Responsibilities:

- To be FSC's official representation in Southern Africa.
- To manage and coordinate all matters relating to the Sub-Region of Southern Africa, including the development of business plans, work plans and budgets, operational management, official records, financial and legal matters.
- To contribute to the implementation of the FSC Africa regional strategy, in line with the FSC Global Strategic Plan 2015 – 2020.
- To provide tools to the FSC stakeholders in Southern Africa to perform (through joint fund-raising, collaboration projects amongst several Partners in the sub-region, etc.).
- To identify funding opportunities for FSC's work in Southern Africa and to develop funding proposals.
- To strategically support and further develop FSC Standard Development Groups (SDG) in Southern Africa.
- To engage with sub-regional governmental representatives on forest related matters, trade regulations and public procurement initiatives that are related to forest products
- To support FSC's engagement with other stakeholders in the sub-region of Southern Africa, such as non-governmental and international organizations.
- To increase the number of certificates in Forest Management and Chain of Custody certification through supporting FSC's engagement with the private sector on a sub-regional basis.
- To work together closely with the FSC Regional Director Africa, the FSC Regional Office for Africa, FSC International, the FSC Network and fellow African Sub-Regional Coordinators on the above mentioned topics as applicable.
- Additional tasks as agreed with the Regional Director Africa.



Execution of Discretionary Power:

The position does not include any signing authority.

Functional Attribution to Organizational Unit:

- Formal and functional reporting: The Sub-Regional Coordinator Southern Africa reports to the Regional Director Africa.
- Formal and functional supervision of staff: The Sub-Regional Coordinator Southern Africa supervises no staff.

Qualification, Experience and Skills:

The successful candidate demonstrates the following key competencies and qualities:

- Education and Training:
 - University degree in e.g. Social, Environmental or Economic Studies.
- Working Experience, Style and Skills:
 - At least 3 years of professional experience in the forest and or environmental sector.
 - Experience in facilitating co-operation between stakeholders in decision making processes.
 - Solution and service oriented attitude to work.
 - Administration skills.
 - Project management experience.
 - A strong sense for diligence and accuracy.
 - Strong analytical and problem solving skills.
 - Proven ability to plan and organize work.
- Leadership:
 - Proven, professional strategic and technical abilities and leadership skills.
- Languages:
 - Fluency in English (spoken and written).
 - Working knowledge of Portuguese is a plus (spoken and written).
- Computer Skills – good skills in the use of/experience with:
 - Standard software packages (MS Office).
- Communication Skills:
 - Exemplary verbal and written communication skills that contribute to cohesive team efforts and decision making.
 - Ability to facilitate interactive discussions.
 - Ability to establish and maintain positive interpersonal relations.
- Others:
 - Ability to work well as a member of a multi-cultural, inter-disciplinary, multi-lingual, global team.
 - Commitment to FSC's mission and values.



- Demonstrated cultural awareness and sensitivity to the diversity of values, views and approaches to issues relevant to the FSC program by stakeholders around the world.
- Familiarity at the general level with the scope of FSC's programs of standard setting, accreditation, trademark management and political engagement.
- Ability to represent FSC through his/her work with exemplary personal and professional authority and conduct.

Terms and Conditions:

Location: Johannesburg, South Africa.

Working Hours: Full time - 40 hours per week.

Duration of Employment: Temporary contract - 2 years (extension possible).

Starting Date: As soon as possible.

Travel: Frequent travel is required.

How to Apply:

Please send your motivation letter (including your net salary expectation) and your CV in English as email attachments to Recruitment_2016_05@fsc.org. Please do not send any photos and make sure to insert "**Sub Regional Coordinator Southern Africa (m/f) 2016**" in the subject line of your email. The deadline for applications is 21 February 2016.

We will confirm receipt of your application. However, only candidates shortlisted for an interview will be further contacted and will receive notice of the final outcome of the selection process. Should you not receive a confirmation of receipt please check your spam filter. If you cannot find it there contact us at Recruitment@fsc.org.

Please note the planning of the recruitment process, and ensure your availability if you are selected:

08 – 11 March 2016: e.g. first round of interviews (telephone or Skype).

29 – 01 April 2016: personal interview with selected candidates (Johannesburg South Africa).

We are looking forward to receiving your application.