

## **Job Position: Quality Assurance Administration Officer**

The High Carbon Stock Approach Steering Group (HCSA SG) is a global multistakeholder organisation with core mission to halt deforestation resulting from commodity production. HCSA is a tool that identifies and conserves natural forest from degraded lands in tropical landscapes, amplifying the role of forest conservation as a solution to climate change, while at the same time supporting biodiversity conservation, community rights and benefits, and responsible development.

The HCSA Steering Group is supported by HCSA Secretariat with registered office in Singapore and main office in Kuala Lumpur. We have colleagues based remotely as part of our global virtual teams. We are looking for a passionate individual to support this work and help us professionalise our admin support.

You will be responsible as the **HCSA Quality Assurance Administration Officer** of **HCSA SG** and the job scope is likely to be evolving on an ongoing basis, but will include some or more of the following tasks:

### **Job Description:**

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following tasks:

#### **1. HCSA Peer Review support:**

- i. Coordinate the HCSA peer review process of HCSA assessments with HCSA Technical Manager on:
  - HCSA assessment registration, submissions, processing of HCSA assessments for peer review;
  - Work with HCSA's Finance manager on processing payments for HCSA assessment for peer review;
  - Organise the placement and engage with peer reviewers on the peer review process until final reports published on HCSA website.
- ii. Manage the HCSA Peer Review Inbox and relevant administrative communications and document management.
- iii. Support the maintenance and revisions of HCSA Quality Assurance documents.
- iv. Regularly report the status of HCSA Peer Reviews and support the maintenance of HCSA Dashboard with key information from registered HCSA assessments.
- v. Coordinate with Communication Officer to ensure the information related to HCSA Peer Review and QA are regularly updated on the HCSA website.
- vi. Coordinate meetings/calls related to HCSA assessments, Peer Review process to prepare meeting notes.
- vii. Coordinate the technical questions from members/assessors/peer reviewers with the Technical Manager.
- viii. Support coordination and liaison efforts with HCVRN and the ALS system of HCV-HCS integrated assessments reviews and reporting.

## 2. Training coordination support:

Provide administrative and coordination support for HCSA Training providers registration process.

- i. Ensure HCSA training providers registration and master list are regularly updated.
- ii. Follow up with training providers on the post-training details and payment coordination.
- iii. Update HCSA website with Registered Practitioners (Organisations/Individuals).
- iv. Support Technical Manager with HCSA training support and materials.

### Education and/or experience required:

- A Bachelor's Degree with 3 years' experience in quality control or assurance field
- Interested in sustainability especially on forest conservation.
- Ability to analyse data and create and review processes.
- Experience in multistakeholder setting is preferable.
- Experience in auditing and verification process is preferable.

### Other Requirements:

- Strong organisational skills with the ability to multi-task
- Excellent time management skills and the ability to prioritise work
- Good command in spoken and written English and Bahasa Malaysia. Proficiency of Bahasa Indonesia is a plus.
- Proficiency in MS Office (MS Excel, MS PowerPoint, and MS Teams)
- Flexible and adaptable to new tasks
- An interest in sustainability especially related to forest conservation, local communities' rights and livelihoods and responsible land use management is a plus.

### *We hope to get a colleague who is:*

- **Flexible:** You will be working closely with partners across the world, so it may be necessary to accommodate time zone differences.
- **Adaptable:** Job priorities and requirements may change and require you to learn new software skills or familiarise yourself with new topics outside your field of expertise.
- **Meticulous:** The quality of our work is essential, and we expect each team member to take responsibility for outputs.

### *What we offer:*

- A friendly and collaborative working culture as part of a diverse and energetic team based in KL
- Flexible hours and partial home working on agreement
- A competitive salary and health insurance allowance
- Opportunity to grow and expand the role

HCSA values diversity and will welcome the most suitable applicant regardless of race, gender, religion and beliefs, sexual orientation, or disability. However, due to immigration restrictions, we are only able to employ Malaysian nationals.