

20 September 2022

Job Position: HCSA Quality Assurance Executive

The High Carbon Stock Approach Steering Group (HCSA SG) is a global multistakeholder organisation whose core mission is 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 the HCSA Secretariat with a registered office in Singapore, Stichting Foundation in Netherlands and its 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 contribute to the professional admin support provided to Members of the HCSA SG.

Your role will be **HCSA Quality Assurance Executive** of the **HCSA Secretariat**. The job scope is likely to be evolving on an ongoing basis, but at the start will be focused on the functional areas described in the description of the job below.

Job Description:

Perform duties and responsibilities commensurate with the two assigned functional areas including, but not limited to, the following tasks:

1. Coordinate the registration and review of HCSA assessments:

- i. Maintain the database of HCSA assessments, receiving information from companies and partners on the status of assessments and key data of interest to the HCSA Steering Group
- ii. Coordinate the HCSA peer review process of HCSA assessments
 - a. Coordinate the registration and submission of new HCSA assessments and report,
 - b. Work with HCSA's Finance manager on processing payments for HCSA assessment for peer review;
 - c. Organise the placement and engage with peer reviewers on the peer review process until final reports published on HCSA website.
- 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. Assist the coordination of HCSA Working Groups:

- i. Assist the HCSA Technical Manager and other HCSA Technical staff to coordinate the work of the HCSA Steering Group through HCSA's Working Groups:
 - a. Provide administrative support to communicate with Working Group members and arrange calls
 - b. Support the coordination of calls and record minutes

3. 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.

4. Other roles & responsibilities

Provide as requested and required additional support for HCSA working groups, SG member initiatives and the HCSA Executive Committee.

Education and/or experience required:

- A Bachelor's Degree. Relevant fields such as forestry, agriculture, environmental science, conservation, public relations, communications, or similar.
- Demonstrable experience on forestry, agriculture, or conservation topics
- Demonstrable experience working with and/or servicing members or clients
- Experience working in multi-stakeholder setting is a plus.
- Excellent portfolio with proven track record of successful project management examples
- Excellent communication, interpersonal and presentation skills
- Outstanding organizational and time-management skills

Other Requirements:

- Excellent organisational and administrative skills with a systematic approach combined with attention to detail and a high degree of accuracy.
- Strong organisational skills with a strong ability to multi-task and a can-do mentality
- Excellent time management skills and the ability to prioritise work
- Proficient in Bahasa Malaysia/Indonesia
- Excellent command in spoken and written English
- Proficiency in MS Office (MS Excel, MS PowerPoint, and MS Teams)
- Resourceful with IT skills (e.g. managing virtual calls, sound/video recordings, meeting notes, etc.) and a likeliness for innovation with using technology to increasing efficiency.
- 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.
- **Brilliant:** The quality of our work is essential, and we expect each team member to be meticulous and take responsibility for outputs.

What we offer:

- A friendly, inclusive 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 offer those who are currently based in Malaysia.

HOW TO APPLY

Please apply directly to the HCSA Secretariat with your [resume and cover letter](#)

info@highcarbonstock.org. **Interviews with promising candidates will be arranged on a rolling basis as applications arrive, so early application is encouraged.**