



SUSTAINCERT
KNOW YOUR IMPACT

JOB DESCRIPTION

CERTIFICATION OFFICER

June, 2021



1. ABOUT THE POSITION

Founded in 2018, SustainCERT offers simple, tech-driven solutions for verifying impacts in climate protection, supply chains, and investment products. We are the official certification body for Gold Standard for the Global Goals (GS4GG), the most credible and robust climate standard historically known for its work in carbon markets. SustainCERT mandate is to make the credible verification of impacts mainstream across our three core markets: environmental markets (carbon and renewable energy markets), corporate sustainability reporting, and sustainable finance. We do so by scaling adoption of GS4GG across these markets and by launching innovative impact verification solutions that respond to pressing market needs.

Reporting to the Certification Director, the Certification Officer will have several important responsibilities. She/he will be responsible for technical reviews of projects submitted to SustainCERT for GS4GG certification and provide feedback and guidance to project developers and validation & verification bodies on certification. This is a full-time position based on a 12-month contract that may be renewed.

SustainCERT is incorporated in Luxembourg, but this position is based in India.

2. PRIMARY RESPONSIBILITIES AND TASKS

Key Responsibilities

- a) Perform detailed technical review of Energy & Waste projects submitted to SustainCERT as per Gold Standard for the Global Goals and Certification Review requirements.
- b) Support Senior Certification Officer to manage the technical reviews of Micro-Scale Scheme.
- c) Continually update the SustainCERT Application as projects move through the certification process, including coordinating with the Finance team on project certification/issuances invoices.
- d) Contribute to the improvement of the certification procedures, guidelines and rules.
- e) Act as point of contact for Project Developers, Validation & Verification Bodies and external experts by providing technical clarification and guidance.
- f) Support the Certification Director in the overall quality assurance process/spot check of project reviews done by external experts.



g) Support the Certification Director in preparing the monthly pipeline update or other relevant reports as necessary.

h) Communicate with Project Developers and Validation & Verification Bodies on a regular basis.

Breakdown of Responsibilities

Daily responsibilities:

- Respond to Validation & Verification Bodies and Project Developers queries about certification in a timely manner.
- Update project status and documents on the SustainCERT Application to ensure that each day the Application reflects the most up-to-date data about each project.
- Coordinate with the Finance Team to ensure that invoices are generated on time.
- Score Validation & Verification Bodies after each validation or verification completed in accordance with SustainCERT's criteria.
- Score external reviewers after the close of each round of review in accordance with SustainCERT criteria.
- Periodic responsibilities: (please indicate whether weekly, monthly, quarterly, etc.)
- Support the Certification Director in regular spot check of project reviews
- Conduct weekly discussions with the Certification Director to ensure that the above tasks are complete and up to date.
- Support the Certification Director in preparation of relevant reports such as pipeline updates as and when required.

3. QUALIFICATIONS

Education

Masters degree or equivalent in the field of engineering, science or related discipline, ideally concerning climate change studies. Alternatively, subjects involving international development/sustainable development will be considered.



Priority will be given to any professional qualifications or training related to certification and audit work.

Experience

Minimum 5 years professional experience post-degree in a project review and/or certification capacity.

Required Skill Sets

In addition to the educational and experience requirements noted above, candidates are expected to demonstrate a high level of competence in the following skill-areas:

- Understanding and ability to review and advise on a variety of project-related issues such as economics, statistics, environment, legal, social and development issues.
- Personal and professional integrity and the commitment to protecting the integrity and reputation of the SustainCERT.
- Understanding of carbon projects/carbon markets and proficiency in the technical approach to carbon project development.
- Attention to detail, thoroughness and sound judgement of key issues.
- Commitment and ability to meet all deadlines and to quickly respond to priority issues.
- Ability to communicate efficiently and clearly with colleagues, peers and clients.
- Customer-focus and client service.
- Organisational/time management skills and the ability to prioritise.
- Competence in standard professional IT packages such as Microsoft and Google Docs.
- Ability to work in a team, maintaining a positive and supportive attitude at all times.

Languages

- Must be fluent in English (SustainCERT professional work is conducted in Eng).
- Additional language skills are an advantage.



4. RECRUITMENT PROCESS AND TIMELINE

Please send your electronic application, including a letter of motivation, CV, the earliest start date and salary expectation to recruitment@sustain-cert.com.

Applications must be complete for consideration. Starting date for the position is as soon as possible. Only shortlisted candidates will be contacted.