



**SUSTAINCERT**  
KNOW YOUR IMPACT

# JOB DESCRIPTION GENERAL COUNSEL

August 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, the most credible and robust standard for measuring, reporting and verifying climate and development impacts. In collaboration with The Gold Standard Foundation, SustainCERT launched the Value Chain Certification solution late 2018 which has now become the benchmark framework for intervention level Greenhouse Gas (GHG) Scope 3 accounting in corporate agriculture value chains.

Reporting to the Chief Executive Officer, the General Counsel will be a resident expert in providing advice and counsel on a broad range of various strategies that support the organizations overall mission. This position will review, analyze, and draft IT, employment, vendor, and partnership contracts. This position is also responsible for legal compliance in all relevant jurisdictions, insurance matters, and corporate governance.

The General Counsel will play a critical role in partnering with the senior leadership team in strategic decision making and operations as SustainCERT continues to enhance its quality services and build capacity. This is a tremendous opportunity for a legal professional to maximize and strengthen the internal capacity of a fast moving, high-impact organization.

This position is based in Luxembourg.

## 2. PRIMARY RESPONSIBILITIES AND TASKS

1. Advising executive, senior management and board on various matters including but not limited to
  - legal rights in the context of SustainCERT commercial activity (software as a service, audit, verification, certification, data and IP rights)
  - new and existing laws that may affect SustainCERT operations and business model
  - compliance with GDPR and any other relevant regulations
2. Managing organization's legal matters including but not limited to
  - Examining and creating draft agreements, such as employment and vendor agreements.
  - Updating SustainCERT's Terms and Conditions in line with business model changes.
  - Maintaining knowledge of organization's operations and legal documents.
  - Conducting legal research and reviewing company's litigation strategy pertaining to legal actions.
  - Promulgating and creating directives of corporate acts and decisions.
  - Preserving all corporate records.



- Handling statutory filings, such as licensing forms.
- Liaising with outside counsel regarding their assignments.
- Creating new entities and managing organization's intellectual property.

### 3. QUALIFICATIONS

- Relevant degree from accredited, top-tier law school.
- 4+ years of practice with an established law firm.
- Proficient legal experience in general commercial matters.
- Experience with corporate governance issues and corporate secretarial duties.
- Excellent verbal and written communication skills.
- Knowledge of statutes, rules and regulations pertaining to Luxembourg businesses.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to combatting climate change
- Strong team player
- Excellent communication and interpersonal skills
- Ability to work independently and on own initiative

### 4. APPLICATION DEADLINE

Please send a cover letter and resume to [recruitment@sustain-cert.com](mailto:recruitment@sustain-cert.com) by September 15. Candidates selected for a first round interview will be notified by email. Please note that we will not notify you directly if you are not selected for an interview.