



SUSTAINCERT
KNOW YOUR IMPACT

JOB DESCRIPTION

CERTIFICATION OFFICER

July 2022



The Certification Officer will be responsible for performing Certification activities for GHG voluntary projects. They will be responsible to manage each project as those are moving through the assessment process. They will be responsible to communicate with project developers and Roster of Experts regarding findings from the assessment process.

1. ABOUT SUSTAINCERT

At SustainCERT, we help quantify and report on the social and environmental impacts from a wide range of sustainability interventions. Our role is to verify evidence of progress towards our collective sustainability goals and ensure climate pledges bring real, meaningful impact on the ground.

We deploy technology to improve the way carbon emissions are measured, reported, and verified: More simplicity, more affordability, more efficiency and always the best level of accuracy and credibility.

We are on a mission to mainstream best-practice for the benefit of all – businesses, people, and the planet.

2. ABOUT THE POSITION

Reporting to the GSF Certification Director, within the CVV (Certification, Validation & Verification) Unit, the Certification Officer 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 role will also work cross-functionality to facilitate the integration of the different product portfolios of environmental market (carbon credits).

Come join our team of mission-driven individuals with big ideas, tireless optimism, and the belief that our work can change the world.

3. PRIMARY RESPONSIBILITIES AND TASKS

- Perform detailed technical review of Energy & Waste projects submitted to SustainCERT as per Gold Standard for the Global Goals and Certification Review requirements.
- Continually update the SustainCERT Application as projects move through the certification process, including coordinating with the Finance team on project certification/issuances invoices.
- Contribute to the improvement of the certification procedures, guidelines, and rules.
- Act as point of contact for Project Developers, Validation & Verification Bodies, and external experts by providing technical clarification and guidance on a regular basis and in a timely manner.
- Update project status and documents on the SustainCERT Platform to ensure that each day the SC Platform reflects the most up-to-date data about each project.



- Score the performance of external reviewers after the close of each round of review in accordance with SustainCERT criteria.
- Participate in Daily Stand-Ups, weekly discussions with the Certification Director and CVV team to ensure that the above tasks are complete and up to date, and any bottlenecks are surfaced in time
- Follow internal and external applicable procedures;
- Make the necessary arrangements to reach the goals (quality / time / resources).

4. QUALIFICATIONS

- Preferred based in The Netherlands with the ability to work in the EU (work permit) or in India. Location can be flexible for the right candidate.
- 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.
- Minimum 5 years professional experience post-degree in a project review and/or certification capacity.
- Understanding and ability to review and advise on a variety of project-related issues such as economics, statistics, environment, legal, social and development issues.
- 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.
- Customer-focus and client service mindset: ability to communicate efficiently and clearly with colleagues, peers, and clients.
- Good understanding on Agile/Lean way of working, tools, and systems such as SharePoint, Office 365, CRM (i.e., ZOHO), Miro, among others.
- Ability to work in a multicultural team, being a skillful listener with an open style; maintaining a positive and supportive attitude at all times.
- Must be fluent in English (SustainCERT professional work is conducted in English). Additional language skills are an advantage.



5. RECRUITMENT PROCESS AND TIMELINE

Please send a cover letter and resume to recruitment@sustain-cert.com, the position will remain open until a suitable candidate is found. 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.