



SUSTAINCERT
KNOW YOUR IMPACT

JOB DESCRIPTION

VALIDATION/VERIFICATION OFFICER

July 2022



The Validation/Verification Officer will be responsible for performing validation and verification 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/or Validation-Verification Bodies regarding findings from the assessment process and issuance of opinion.

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 Director of Validation and Verification, within the CVV (Certification, Validation & Verification) Unit, the Validation/Verification Officer will be responsible for *objectively evaluating a GHG assertion and providing an impartial opinion on the project claim as per ISO 14064-3 definitions of this role.*

This role will also work cross-functionality with the Certification Team 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

- Review the documentation and provide the necessary feedback to the Director of V&V to establish an accurate audit plan and report timelines
- Coordinate the site audits with the independent experts, including contracting and establishing of result deadlines;
- Respond to Validation & Verification Bodies and Project Developers queries about validation and verification reviews in a timely manner.
- Determine ‘materiality’ based on perception of the needs of intended users of the information, and in complex cases, consult with the client on the said subject avoid potential grievance process.
- Draft the relevant documentation that expresses the outcomes of the validation/verification services contracted with SustainCERT’s clients
- Score Validation & Verification Bodies after each validation or verification completed in accordance with SustainCERT’s criteria.



- Provide input and support on preparation of project proposals;
- Conduct the project with final and expected results; can prepare final reports and can represent the team;
- Assign and guide the team members to perform various functions in the project cycle;
- Manage the project (assuring that the needed aspects are covered);
- Communicate with various stakeholders i.e., project developers, team members, technical experts etc.;
- Follow internal and external applicable procedures;
- Make the necessary arrangements to reach the goals (quality / time / resources).
- Perform the technical reviews contracted with the client (Validation/Verification) as per the Statement of Work, project details and qualification screening;
- Continually update the SustainCERT Application and the internal CRM as projects move through the Validation/Verification process, including coordinating with the Finance team on project invoices.
- Work with the Certification, Validation and Verification teams to ensuring that platforms (ZOHO and SC platform) are accurate to create visibility on project/review status, forecasting and current operational capacity
- Support the Validation and Verification Director in regular spot check of project reviews
- Participate in the Daily Stand-Ups, and weekly discussions with the CVV teams to ensure that the above tasks are complete and up to date, and any bottlenecks are surfaced in time.
- Support the Validation and Verification in preparation of relevant reports such as pipeline updates as and when required.

4. QUALIFICATIONS

- Preferred based in The Netherlands with the ability to work in the EU (work permit), or India Location can be flexible for the right candidate.
- Minimum of a University degree or equivalent in the field of engineering, science, or related discipline, ideally concerning climate change studies. Alternately, subjects involving international development/sustainable development will be considered. At least 5 years of professional work experience. Priority will be given to any professional qualifications or training related to GHG audit work.
- Proven knowledge with on the principles or requirements of the GHG Standards and different schemes;
- Knowledge or prior professional qualification in Instrumentation and metrological/calibration expertise or Management system (recommended);
- Working knowledge with GHG emission or emission reduction quantification, removal or removal enhancement quantification, monitoring and reporting methodologies, auditing of GHG data and information and data sampling methodologies, including level of assurance, materiality and validation or verification plans



- Familiarity with the Gold Standard micro-scale scheme is an added advantage
- 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.