



Job Opening

30 April 2013

Title:	FSC China Operations Director (male / female)
Business Unit:	Asia Pacific Regional Office – FSC Network Unit
Reports to:	FSC Asia Pacific Regional Director
About FSC:	<p>FSC is an independent, not for profit, non-governmental multi-stakeholder organization. FSC was established to promote the responsible management of the world's forests. Today, FSC is the leading forest management certification system in the world. FSC works by bringing people together to promote responsible forest management and to find solutions to the problems created by bad forestry practices. FSC does so by providing standard setting, trademark assurance, accreditation services and business value for companies and organizations interested in responsible forestry.</p> <p>Products carrying the FSC label are independently certified to assure consumers that they come from forests that are managed to meet the social, economic and ecological needs of present and future generations.</p> <p>FSC is registered as an international NGO in Mexico, but has its operational headquarters in Bonn, Germany. FSC has 5 Regional Offices and is represented through National Offices or Representatives in over 45 countries across the world.</p>
Mission statement / business objectives of the function:	The FSC China Operations Director manages the FSC Office in China in cooperation with the FSC China Director. The Operations Director will have responsibility for the registration of the office, financial oversight, human resources, project management and reporting and operational delivery of services.
Main roles and responsibilities:	<ul style="list-style-type: none"> • Ensure the implementation of the FSC services in China in close collaboration with the FSC China Director, The FSC China Board of Trustees, the FSC Asia Pacific Regional Director and FSC International. • Manage the registration, development and operations of the FSC China Office. • Ensure that FSC China projects are delivered as specified and that deliverables and reporting requirements are fulfilled. • Develop an office management system. • Ensure legal and business requirements are fulfilled in a timely manner.

	<ul style="list-style-type: none"> • Coordinate the development of annual budget based on overall strategic priorities defined by the FSC Network Unit and the FSC Asia Pacific Regional Office. • Accountability for all relevant external and internal corporate governance and compliance issues such as tax, legal, data security and protection, legal authorities, business continuity, disaster recovery, risk management in order to protect FSC • Direct operational supervision and strategic orientation of following areas and functions: <ul style="list-style-type: none"> ○ Finance & Accounting ○ Human Resources ○ IT Systems ○ Legal ○ Project Management development and support across the organization.
Functional attribution to organizational unit:	<p>The FSC China Operations Director:</p> <ul style="list-style-type: none"> • Reports to the FSC Asia Pacific Regional Director. • Supervises the staff of the FSC China office, with the exception of the FSC China Director. • Is part of the wider FSC International Network Unit.
Cooperation with other operational units:	<ul style="list-style-type: none"> • All units of FSC International (Director's office, Policy and Standards, Quality Assurance, Business Development, Network, Central Services). • FSC Regional Offices • FSC Network Partners (e.g. National Offices, Operations Directors, National Focal Points)
Qualification, experience and skills:	<p>The successful candidate demonstrates the following key competencies and qualities:</p> <ul style="list-style-type: none"> • Education and Training: University degree in a relevant field (For example; NGO Management, Business Administration). • Working Experience: <ul style="list-style-type: none"> ○ More than 5 years of professional experience relevant to the roles and responsibilities of this position, including demonstrated experience in management related work, in China. ○ Strong experience in China in business management (preferably in civil society organisations or natural resources). ○ Sufficient experience in the management of a team of at least 5 people, financial responsibility in budget development and bookkeeping and organizational management in structure development and implementation

	<ul style="list-style-type: none"> • Leadership: Proven, professional strategic and technical abilities and leadership skills. • Personal Authority: The FSC China Operations Director is required to provide management oversight of the FSC Office in China. He/she needs to grasp the basic technical components of FSC certification and the strategic direction set down for FSC by the FSC China Strategic Plan with sufficient confidence to provide authoritative and reliable input to the development of FSC in the China and advice to the FSC Asia Pacific Regional Office. • Languages: <ul style="list-style-type: none"> ○ Fluency in Chinese (spoken and written). ○ Fluency in English (spoken and written) • Communication Skills: <ul style="list-style-type: none"> ○ Exemplary verbal and written communication skills that create cohesive team efforts and affect decision making. ○ Active-listening skills, experience in communicating with the media and the ability to facilitate interactive discussions and maintain positive interpersonal relations. • A solution oriented attitude. • Others: <ul style="list-style-type: none"> ○ Ability to work well as a member of a multi-cultural, inter-disciplinary, multi-lingual, global team. ○ Commitment to FSC's mission and values. ○ Demonstrated cultural awareness and sensitivity to the diversity of values, views and approaches to issues relevant to FSC by stakeholders around the world. ○ Ability to represent FSC through his/her work with exemplary personal and professional authority and conduct. ○ Computer skills: Good computer skills, including the use of standard software packages (Word, Excel, PowerPoint, Outlook, Access) and database management platforms.
Terms and conditions:	<ul style="list-style-type: none"> • The position will preferably be located in Beijing, China, while other locations in China may be considered under conditions. • Full Time: 40 working hours per week. • Temporary contract: 1.5 years – extension possible. • Starting date: As soon as possible. • Travel: Limited travel is required.
How to apply:	<ul style="list-style-type: none"> • Please send by 23 May 2013 your motivation letter, including salary expectation (net), and Curriculum Vitae as attachments, in English, to Recruitment_2013_02@fsc.org • Please cite FSC China Operations Director 2013 in the



	<p>subject line of your email.</p> <ul style="list-style-type: none">• Please do not send photos.• Please consult www.fsc.org for further information on FSC. <p>We will confirm receipt of your application. However, only candidates shortlisted for an interview will be further contacted and will receive notice of the final outcome of the selection process.</p> <p>Should you not receive a confirmation of receipt please</p> <ul style="list-style-type: none">• check your spam filter• and if you cannot find it there contact us at recruitment@fsc.org
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