

Fairtrade is a trading partnership, based on dialogue, transparency and respect. FLO-CERT, an independent international certification company provides the credibility, trust and transparency behind the Fairtrade Label.

With over 2000 clients in more than 70 countries, FLO-CERT has become one of the world's leading social certification bodies -empowering over one million farmers and wage workers and their families in the global south through access to the Fairtrade market.

FLO-CERT GmbH currently has a vacancy in its Certification department for a customer orientated, service driven and energetic new staff member with an interest in FAIRTRADE:

## TITLE

**Certification Analyst for North/West Africa (m/f)**

## FUNCTION

Coordinate and evaluate trader and producer certification against Fairtrade Standards in North-West Africa.

## CORE RESPONSIBILITIES

- Act as Certification coordinator for operators in Egypt, Morocco, Tunisia.
- Coordinate the audit and certification process of operators in Egypt, Morocco, Tunisia and other countries depending on the need of the company.
- Prepare Evaluation / Certification Decisions to be presented to the Regional Manager North-West Africa (RM).

## TASKS

1. Trader and Producer Certification in Egypt, Morocco, Tunisia:
  - Process new applications for certification of the assigned countries.
  - Coordinate the audit and certification process of operators in the assigned countries
  - Evaluate audit reports and control their quality.
  - Prepare Evaluation / Certification Decisions for the RM for decision.
  - Communicate actively with applicants and certified operators and provide all necessary information on decisions.
  - Present cases to the Certification Committee for advice on evaluation/certification decisions.
  - Actively participate in the annual audit planning for assigned countries.
  - Ensure a proper documentation and filing of certification decisions.
  - Maintain operator information in the FLO-CERT database.
  - Update the monthly report.
  - Communicate actively with the FLO-CERT responsible staff regarding complaints and allegations, and where applicable, about operators in the assigned countries.
  - Prepare review/appeals submissions when required.
  - Communicate actively with Labelling Initiatives and FLO e.V.
2. Assist in the selection, evaluation and training of Auditors.
3. Contribute to the continuous improvement of FLO-CERT processes.

## REPORTING TO

- Regional Manager North/West Africa

## REQUIRED QUALIFICATIONS

### Necessary:

- Professional, vocational training or education (e.g. apprenticeship) in a relevant business (trade, commercial, etc.) and/or a Bachelor university level education in a relevant subject (Business, Agronomy, Law, Economics etc.) or equivalent.
- 2 years related professional work experience.
- Familiar with one or more of the following certification schemes: e.g. ISO 9001, ISO 14001, Fairtrade, Organic, SA8000, etc) or Social Auditing
- Fluency in English, French, Arabic written and spoken.
- Excellent interpersonal and organizational skills.
- Pro-active, flexible work style and team player.
- Excellent communication skills and experience in dealing with different cultures.
- Strong dedication towards customer service.
- Strong command in the use of MS Office Products.
- Motivation for Fairtrade.

### Advantageous:

- Master University level education (or equivalent) in a relevant subject (Business, Agronomy, Law, Economics etc.)
- Prior experience/knowledge in the following products: cotton and fresh fruit
- Prior experience in certification or auditing
- Prior experience in import and/or export activities

## TERMS AND CONDITIONS

- Job Share: 100%.
- Position is based in the FLO-Cert Office in Bonn, Germany.
- Salary Category V (Collective Bargaining Agreement Whole- and Foreign Sale North Rhine-Westphalia)
- Start: August 2010 or as soon as possible.
- The office language is English.
- 30 days of holidays.

## TO APPLY

- Please apply only via the FLO-Cert vacancy website:

[www.flo-cert.net/flo-cert/main.php?id=8](http://www.flo-cert.net/flo-cert/main.php?id=8)

Follow here the application procedure for registering and submitting your application documents in English with curriculum vitae, motivation letter and salary indication to Mr. David Holzwarth.

- Deadline for applications: **25<sup>th</sup> of July 2010**  
Please consult [www.flo-cert.net](http://www.flo-cert.net) for more information on FLO-Cert GmbH and the Fairtrade movement.

*- Please note that only those invited for an interview will be contacted.  
Thank you for your understanding. -*