



Fairtrade Labelling Organizations (FLO) International e.V. is the leading Fairtrade standard setting and certification body. It regularly inspects and certifies more than 500 producer organizations in more than 60 countries in Africa, Asia and Latin America. It permits nearly 1,5 million producers, workers and their dependents in more than 60 developing countries to benefit from labelled Fairtrade.

FLO International e.V. is divided into the following two organizations:

- 1. FLO International e.V.** is a publicly recognized non-profit multi-stakeholder association involving FLO's 23 member organizations (Labelling Initiatives and producer organizations), traders and external experts. It develops and reviews standards and assists producers in capitalizing on market opportunities.
- 2. FLO-CERT GmbH** is a limited company that coordinates all tasks and processes all information related to the inspection and certification of producers and trade. Operating independently from any other interests, it follows the international ISO standard for certification bodies (ISO Guide 65).

The Standards Unit of FLO International e.V. currently has a vacancy for a

Standards Officer

Job Title: Standards Officer FLO e.V.

Reports to: Standards Manager FLO e.V., who manages the Standards Subunit under the supervision of the Standards Unit Director.

Function:

The post holder will contribute to the development and management of standards (generic standards, product standards, standard setting methodologies, internal quality management).

Core Responsibilities:

- Contribute to the development of generic and product standards for labelled Fairtrade
- Execution of standard setting and standard review projects
- Contribution to changes in standard setting methodologies

Tasks:

- Contribute to drafting, updating, editing and translating generic and product standards, both for products for which Fairtrade standards exist and for new products; consulting with the Fairtrade certification organization and with Fairtrade stakeholders, other organizations and persons as appropriate;
- Design of standard setting projects, if applicable tendering of those projects, selection of consultants, guiding consultants during the project and final endorsement of the consultant's report; preparation of the necessary papers to the Standards Committee and/or the Standards Director for decision-making on standards;

- Comparative analysis of Fairtrade standards and other standards, and contribute to defining relationships between these;
- Contribute to the development and improvement of standards methodologies;
- Contribute to discussions on standards and policies of labelled Fairtrade, in particular within the framework of the Standards Committee;
- Ensure the updating of standards in all of FLO's information and communication;
- Contribute to execution of general (office) tasks related to work in standards and policies as they come up.

QUALIFICATIONS:

Required:

- University level of education in development, agro-economics, environmental or political science or other relevant field or equivalent.
- Minimum 1 year professional experience
- Professional experience with project management and outsourcing of projects to consultants
- Fluent English. Proficient knowledge of at least Spanish or French, both languages would be preferred
- Excellent communication skills and capacity to make complex issues easily understandable (report writing and oral presentation)
- Advanced knowledge of small farmers' and workers social and economic conditions in developing countries
- Strong motivation for Fairtrade and its standard setting and guaranteeing system
- Microsoft Windows expertise

Desired:

- Qualification and experience in development or application of standards and procedures
- Professional experience of work in international development, particularly small business development
- Professional experience of work in the not-for-profit sector
- Facility in dealing with different cultures
- Team player
- Ability to work against standard operating procedures

Terms:

- The job is full-time and is based in the FLO e.V. office in Bonn, Germany
- The working language is English
- Salary is paid according to Collective Bargaining Agreement (Gross- und Aussenhandel NRW), salary range V plus an attractive benefits package
- 30 days holiday
- Start of employment: July 2008

To apply:

- Please consult www.fairtrade.net for more information on Fairtrade Labelling Organizations International (FLO) and its members
- Please apply by email only, in English, with Curriculum Vitae and motivation letter (including possible starting date and salary indication) to c.halm@fairtrade.net
- Deadline for applications is May 23rd, 2008
- Please note that only those selected for interviews will be contacted. First interviews are planned for beginning of June 2008