



INTERNATIONAL FEDERATION OF ORGANIC AGRICULTURE MOVEMENTS

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May 5, 2008

IFOAM calls for an

ORGANIC GUARANTEE SYSTEM COORDINATOR

IFOAM is an international membership organization with about 700 member organizations in more than 100 countries. It represents the organic sector on global level.

Included in IFOAM's work are programs to govern and harmonize organic standards setting and certification at the international level. This includes a private "Organic Guarantee System" and cooperation with governments and intergovernmental organizations in the International Task Force on Harmonization and Equivalence in Organic Agriculture (ITF). IFOAM provides the secretariat for the ITF.

The Organic Guarantee System Coordinator contributes administratively to the success of IFOAM's Organic Guarantee System (OGS) and the International Task Force on Harmonization and Equivalence in Organic Agriculture. The Coordinator works closely with and receives direction and managerial support from IFOAM's Organic Guarantee System Manager. The Coordinator works as part of the IFOAM Head Office team in the office in Bonn/Germany.

JOB RESPONSIBILITIES of the Coordinator are mainly administrative and include, but are not limited to:

- Coordinating the arrangements for OGS Committees and for the International Task Force
- Formatting, proofreading, and basic editing of documents
- Administering public consultations and membership votes on IFOAM Norms
- Preparing notices, publicity, and short articles about the OGS and ITF
- Financial accounting and monitoring for the OGS department.
- Preparing documents for meetings, meeting minutes and other communications from meetings.
- Administering other information and communications, including maintaining databases.
- Maintaining the OGS section on IFOAM's website
- Monitoring and communicating on project and committee plans and schedules
- Drafting policies and procedures, proposals and analysis relevant to the Organic Guarantee System, for committee and IFOAM World Board review (as assigned by the OGS Manager).

SKILLS & REQUIREMENTS

Required

- ✓ Verbal communication skills:

- Very good command in English, written and spoken.
(IFOAM official language is English and Head Office conducts its routine business in English.)
- ✓ Basic editorial skills including formatting, proofreading and light editing
- ✓ Initiative to plan and implement assigned projects
- ✓ Computer Skills: Advanced skills in MS Word, including editing and reviewing functions, skills in MS Excel, MS Access, email lists, internet content management
- ✓ Organizational skills, structure and track tasks, handle multiple assignments and meet deadlines
- ✓ Personal values consistent with IFOAM's mission
- ✓ Personal integrity & stability
- ✓ Capacity to work independently, however with team spirit
- ✓ Willingness to undertake some international travel
- ✓ Capacity and motivation to learn about complex topics such as standards setting and conformity assessment, and international trade rules

Preferred

- ✓ experience and/or training in standards-setting/conformity assessment/quality management
- ✓ other language skills, to facilitate occasional direct communication with stakeholders (e.g. Spanish, Mandarin or French)
- ✓ background in Organic Agriculture

CONDITIONS

Full time position starting July 15, 2008.

Salary and other conditions will be negotiated depending on the background of the applicant.

Due to external funding of this position, the term of the first contract for the position will be limited to 12 months.

First round interviews Wednesday 11 and Thursday 12 June 2008.

Second round interviews (if required) during the Organic World Congress in Modena, Italy, June 19, 2008.

APPLICATION

Please find the application form to be completed by the applicants at http://www.ifoam.org/about_ifoam/inside_ifoam/jobs.html

Applications in English language and via email should reach the Head Office by **May 30th 2008** at the latest. In addition to the above form, applicants should submit their CV and if available a sample of editing and/or formatting work done. Salary expectation and other working condition requirements should be included in the application. Names and addresses of 2 references should also be submitted with the application.

For further information please contact Diane Bowen, IFOAM Organic Guarantee System Manager under d.bowen@ifoam.org



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Please submit your application to Angela Rott,
email a.rott@ifoam.org

UNITING THE ORGANIC WORLD