**JOB DESCRIPTION**

**Designation: Program Manager and Lead Auditor – Natural Resources & Environment**

**Place of Posting: Noida**

**Team Size to Handle: 10 people comprising of coordinators and Auditors**

**Role & Responsibilities:**

**Auditing:**

* Overall responsibility of Program for Endorsement of Forest Certification (PEFC) all across India, Dubai, Saudi Arabia, Qatar, Muscat, Sri Lanka, Egypt, Thailand, Pakistan, and Lebanon by auditing & reviewing documents, walkthroughs and evidence etc.
* Coordinate with client and their Head office for audit scheduling, at different stages of audit report.
* Verify detailed risk assessments by analysing documents, reports, walkthroughs etc.
* Audit and verify whether the client company follow requirements of desired standards and plan.
* Conduct all audits as per Standards within agreed schedule with the clients.
* Follow the Auditing procedure comprising of Opening Meeting, Documentation Review, Walkthrough of facility, staff interviews and closing meeting followed by detailed report with identified risk.
* Audit the client’s efficiency, quality and adherence to technical and administration certification protocols including timely closure of Corrective Action Requests.
* Identify and measure whether the client adheres to compliance of global sustainable supply chain standards of Forest Stewardship Council (FSC) and Chain of Custody (COC) Controlled Wood.
* Follow evidence-based approach for evaluating compliance against global standards aiming towards legality and sustainability.
* Write audit reports based on Audit findings, walkthrough and evidences to verify whether all the compliance to meet the standard requirements are being complied.
* Conduct pre-assessment and review technical audit reports of reportee auditors.

**Business Development:**

* Develop and execute sales strategies to attract and add new clients in the Region.
* Assist business development team in acquiring new clients globally.
* Identify new areas/ domains and locations for business development.
* Develop and execute client retention strategies with thrust on account mining, upselling and cross selling of offered services.
* Participate and conduct meetings and seminars for networking, business development and identification of upcoming opportunities.
* Participation in events and expos of the relevant industry for meeting new clients.
* Establish and maintain good relationship with clients by promptly clarifying ambiguities.

**Certification Process Management and over all coordination**

* Impart trainings to clients, auditors and other employees involved in certification process.
* Ensure compliance of all operational timelines involved in certification process and addressing all the queries of relevant stakeholders.
* Maintain documents, records and projects details in compliance with quality management system and/or the rules of the relevant certification schemes.
* Support BD team with answers to RFI/ RFPs and coordinate business acquisition.
* Follow up with client for payment and account receivables.
* Management of Master database of different certification program, with collation of compliance data to generate reports as and when required.
* Follow up with the client for submitting documents for Report finalization, CAR closure, releasing stakeholder consultation letter.

**Desired Education/ Experience and Competencies:**

* Qualified Senior Lead Auditor for FSC Chain of Custody Certification possessing Graduate/ Post Graduate in Forest Management, Forestry, Wood Science and certified Auditor/Lead Auditor QMS, ISO 9001:2015 and ISO 190011:2002”.
* Minimum 5-year experience as Lead Auditor in FSC Chain of Custody including Natural Resources and Environment.
* Very high level of process orientation, eye-for-detail/ observation power and analytical skills clubbed with reasoning ability.
* Ability to take up responsibilities and drive Audit initiatives as an entrepreneur.
* Ability to lead and manage a team of auditors and coordinators as direct reportee.
* Effective communication and presentation skills with ability to keep the audience engaged.
* Hands-on in documenting Audit observations and finding in representation as QMS professional.
* Proficiency in MS-Office comprising of MS Word, Power Point and Excel
* Ability to grow business and retain the existing clients.

**Key Skills:**

PEFC, Forest Mgt, Forestry, Certified Auditor, Lead Auditor, QMS, ISO 9001:2015, ISO 190011:2002, Certification Protocols, Global Sustainable Supply Chain Standards of Forest Stewardship Council, FSC, Chain of Custody, COC, Controlled Wood, Reports,

**Company Profile:**

GICIA India Private Limited is India’s leading private sector agencies providing third party evaluation, assessment, and monitoring services in the fields of environment, forestry, wildlife management, sustainable tourism, policy advocacy and climate change.

We offer best monitoring and evaluation, certification, inspection, and verification services to manage and conserve natural resources. With the help of our skilled Auditors, Mentors and professionals, we effectively render our services to numerous clients and make a distinguished identity in the market.