Position

The Sustainable Rice Platform (SRP) is seeking highly motivated candidates for an SRP Standard & Assurance Officer to support our Secretariat team based in Bangkok. The successful candidate will work closely with the SRP Standard & Assurance Manager, Technical Committee and the Secretariat team to support management of the SRP Standard and Performance Indicators, as well as oversight and operation of the SRP Assurance Scheme. The position will support the Standard & Assurance Manager to develop and maintain technical documentation, tools and processes following global protocols including the ISEAL Alliance Codes.

About the Sustainable Rice Platform (SRP)

The Sustainable Rice Platform is a global multi-stakeholder alliance comprising over 100 institutional members from the public, private, research, civil society, and the financial sector. SRP is registered as a not-for-profit member association working to transform the global rice sector by improving smallholder livelihoods, reducing the social, environmental and climate footprint of rice production, and by offering the global rice market an assured supply of sustainably produced rice. SRP works together with its members and partners to transform the global rice sector by promoting resource-use efficiency and climate change resilience in rice systems (both on-farm and throughout value chains). See www.sustainablerice.org.

Roles and responsibilities

➢ Management of SRP normative documents
   o Support the SRP Technical Committee and Standard & Assurance Manager to implement the SRP Assurance Scheme in compliance with ISEAL Codes.
   o Coordinate planning and implementation processes for periodic revision of SRP normative tools (e.g. Standard and Performance Indicators), including scheduling, formation and facilitation of working groups, public consultations, documentation of changes and decisions and communication with stakeholders.
   o Reply to information requests from stakeholders on SRP normative documents.
   o Support resolution of disputes and complaints related to SRP normative documents, following SRP policy and procedures.
   o Coordinate drafting of position statements on technical issues for consistent application of the SRP normative documents.
   o Ensure continuing alignment of draft National Interpretation Guidelines with the SRP Standard in order to maintain equivalence.
Serve as a resource for SRP’s approved Conformity Assessment Bodies (CABs) in carrying out agreed activities to strengthen the SRP Assurance Scheme.

Support processes to monitor performance of the Assurance Scheme, including CAB compliance.

Maintain the SRP Assurance Data Platform and analyze and report on a regular basis.

Coordinate feedback on external benchmarking assessment exercises.

Ensure regulatory and ISEAL compliance as well as compliance with SRP’s own policies and standards.

Deliver timely reports including documentation to track progress against deliverables.

Identify training requirements to meet quality standards.

Maintain documentation of any internal technical audits and quality assurance activities, including integrity audits, and develop and monitor agreed corrective measures.

Receive and process draft labels to ensure compliance with SRP policies, liaising closely with the Communication Manager.

➢ **Upgrading SRP normative documents to meet ISEAL Codes**

  - Lead SRP’s active participation as an ISEAL Community Member, including preparation and submission of annual improvement plans and reports.
  - Support all activities relating to SRP’s application to become an ISEAL Code Compliant Member.

➢ **Supplementary tools**

  - Coordinate development of supplementary tools (e.g., FAQs, member support portal, farmer support tools, value chain assessment tools, apps) to promote wide-scale adoption of the SRP Standard among value chain actors, governments, and the international development community.

**Required qualifications, competences, and experience.**

- Bachelor/Masters degree in agricultural/crop-based discipline (forestry is also acceptable).

- A background in sustainability, social and environmental concerns would also be an advantage.

- A background in farm cultivation practices and an understanding of the technology and technical aspects of rice cultivation are preferable.
At least 5 years of professional working experience in certification systems, experience in auditing, reviewing, interpreting, and communicating results, preferably on a sustainability theme relevant to the organization.

Proven understanding and experience in use of Microsoft tools including database applications.

Strong analytical, problem-solving and organizational skills.

Capable of multitasking and working under pressure in a multicultural environment.

Outstanding interpersonal and communication skills including written and verbal English proficiency.

Ability and willingness to travel.

Familiarity with the codes and processes of the ISEAL Alliance is an advantage.

**Reporting and working arrangements:**

This fulltime position will report to the SRP Standard & Assurance Manager and Managing Director, based at the SRP’s global Secretariat, located in the Sathorn area, Bangkok.

**Application:**

Please submit your application including cover letter and CV to info@sustainablerice.org. The deadline for submission is 31 December 2023. Only shortlisted candidates will be contacted.