



Position: Senior Officer (Certification), 2 Positions

Location: Kuala Lumpur & Sandakan, Sabah

Job Scope:

- The **Senior Officer – Certification** is a technical member of the WAGS programme, and possesses one-or-more relevant technical expertise or experience.
- The **Senior Officer – Certification** shall work closely with the Assistant Manager and HOD in the planning and execution of all the strategic objectives of certification.
- The **Senior Officer – Certification** is responsible for supporting the technical coordination and implementation of the WAGS Certification in all regional sites to ensure that its Members meets all the certification requirements to remain certified with all the relevant certification scheme standards.

Responsibilities:

- Shall contribute in the implementation of the business strategy, in-line with the values of the social mission of Wild Asia.
- Supporting the certification programme, including but not limited to coordinating the audit planning, conducting internal audit and supporting external audit process, ensure that members are periodically checked to meet the standard requirements, and ensure that all non-conformance is being closed to maintain the WAGS Certificate.
- Review performances and audit findings at least annually, and support development of specific plans to improve on the WMS.
- Keep abreast of the developments with relevant Certification Standards, understand the relevant requirements and actively network with researchers, NGOs and other resources persons to be able to access expertise and knowledge to benefit the Programme.

- Work closely with the Membership and Technical team members, in guiding the development and implementation of the WMS to ensure compliance with different certification standard schemes.
- Shall support the project, to meet the requirements and be able to contribute in the scope of work, including but not limited to implementation of Continual Improvement Plan and initiatives in collaboration with other departments (i.e. Technical, BIO etc).
- Understands the scope of work, and are equipped, to be able to deliver high, quality, professional outputs.
- Actively network with researchers, NGOs and other resources persons to be able to access expertise and knowledge to benefit the Programme.
- Assist in the periodic reporting of relevant Departments, Units, Project and Unit KPI/impact indicators.

Education and/or Work Experience Requirements:

- Degree/Diploma in Agricultural / Forestry / Environmental Studies / Social Studies or equivalent.
- An understanding of the palm oil sector specifically in Malaysia.
- At least 3 years experiences in related field.
- Experience in conducting industrial standard audits (MSPO, RSPO, OHSAS, etc.) will be an added advantage.
- Possess intermediate computer skills (MS Office – Word, Excel and PowerPoint and work with other relevant in-house data management platforms).
- Ability to analyze data and visual the information will be an added advantage.
- Able to speak and write fluently in English, Bahasa Melayu and relevant native language(s).
- Flexibility to travel and possess a valid driving license (car).
- Must be physically healthy to perform physical activities.