

Wild Asia's SPIRAL Programme Towards Sustainable Land Management



Wild Asia is keen to build a dynamic, enterprising team to be able to shape an ambitious Project aimed at transforming the way we use and manage our private lands be it a corporate, SME, or smallholding owner. This builds on the work of Wild Asia over the last decade and we see an opportunity to scale up our work.

If you think you have the right skills, experience, or drive to be part of this team, [click here](#) and submit your application form to let us know how you can be part of this team.

Position Overview:

As a **Field Executive**, you will play a vital role in assisting the certification team with various administrative and operational tasks related to certification processes for our WAGS Regional Groups. You will work closely with the Team Lead and other team members to ensure smooth and efficient certification operations in managing and coordinating the technical certification requirements of our regional RSPO (Roundtable on Sustainable Palm Oil) and MSPO (Malaysian Sustainable Palm Oil) certificates. This role requires a deep understanding of sustainability standards, strong project management skills, excellent organizational skills, attention to detail, and the ability to effectively communicate and collaborate with internal teams and external stakeholders.

Responsibilities:

1. Support the end-to-end certification process against sustainable standards for the WAGS group.
2. Assist in the maintenance of accurate and up-to-date documentation related to certification processes, including audit reports, certification records, and corrective action plans.
3. Conduct compliance checks and quality assurance processes to ensure adherence to certification standards and requirements (through regular internal audits).
4. Coordinate and liaise with internal stakeholders to gather necessary data and documentation for certification.
5. Collaborate with external stakeholders, including suppliers and industry associations, to enhance sustainability initiatives.
6. Provide technical guidance and support to small producers in implementing sustainable practices and meeting certification requirements.
7. Provide general administrative support to the regional certification team, including managing audit timelines and deliverables.

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8. Assist in the preparation and coordination of certification audits, including logistics, document preparation, and meeting coordination.
9. Coordinate with external certification bodies to schedule and facilitate certification audits and site visits.

Qualifications:

- Relevant work experience or degree/diploma in Environmental Science, Agriculture, Forestry, or a related field. in Environmental Science, Social Science, Agriculture, Forestry, or a related field.
- Strong knowledge and understanding of technical certification requirements in the palm oil industry, including RSPO and MSPO standards.
- Experience in conducting industrial standard audits (MSPO, RSPO, OHSAS, etc) and assessments (HCVs, EIAs, SIAs, GHGs, LUCA, etc) will be an added advantage.
- Familiarity with sustainable agricultural practices, biodiversity conservation, and environmental management.
- Excellent analytical skills, with the ability to collect, analyze, and interpret data accurately.
- Strong communication and interpersonal skills, with the ability to work collaboratively with internal teams and external stakeholders.
- Detail-oriented, with a high level of accuracy and attention to detail in reporting and documentation.
- Self-motivated, proactive, and able to work independently as well as in a team environment.
- Proficiency in using computer applications, including Microsoft Office or Google Suite and data management tools.
- Willingness to travel within Johor (Kluang), Perak (Kampar), Selangor (Banting), or Sabah (Sandakan) for field assessments and audits.

Salary range: Depends on education and experience.

Location: This position is based in Perak (Kampar) Malaysia.

Join our team and be part of a dynamic organization that is driving positive change in the palm oil industry. If you have the skills, ambition, and dedication to contribute to our mission and efficiently manage the Regional Support Unit, we encourage you to apply by sending us your resume and a cover letter outlining your qualifications and interest in the position. We look forward to hearing from you!

Note: This job description is for informational purposes only and does not constitute a contract of employment. The responsibilities and qualifications outlined above may vary depending on the individual hired for the position.

To apply, [click here](#), and complete our online application form.

