

21.2.2022

## Call for Expressions of Interest to Join the SRP Assurance Team

### Context:

The Sustainable Rice Platform e.V. (SRP) is a global multi-stakeholder alliance established in 2011. SRP promotes resource-use efficiency and climate change resilience in rice systems (both on-farm and throughout value chains) and pursues voluntary market transformation initiatives by developing sustainable production standards, indicators, incentive mechanisms, and outreach mechanisms to boost wide-scale adoption of sustainable best practices throughout rice value chains. See [www.sustainablerice.org](http://www.sustainablerice.org).

The SRP-Verified Label represents the integrity of claims on sustainable best practices according to the SRP Standard for Sustainable Rice Cultivation, as verified through the SRP Assurance Scheme.

### Position(s):

The SRP Secretariat is expanding to effectively deliver programs and maintain high quality of work. As part of our growth, **SRP is seeking one or two individuals to strengthen our assurance team**. The successful candidate(s) will work closely with the SRP Executive Director, Technical Committee, and Secretariat to drive the ongoing improvement and relevance of the SRP Assurance Scheme.

### Core responsibilities and tasks of SRP Assurance Team:

#### Program administration

- Ensure completeness of the documented assurance management system (ISEAL Assurance Code 5.1.1)
- Draft or enhance assurance policies, procedures, methodologies, and documents where gaps exist and manage their implementation (5.1.2-14)
- Ensure that key information on the assurance program and its implementation is publicly available and current (6.3.1)
- Manage complaints and appeals resolution procedure (5.1.12)
- Serve as internal and external focal point for inquiries and knowledge management for all assurance program topics

#### Program integrity

- Draft or enhance policies and procedures for oversight of the assurance program to ensure integrity, consistency, and credibility, and oversee their implementation (5.4,.5.5, 5.6)
- Plan and deliver periodic training to assurance program partners to ensure they have the skills and competencies required to execute the assurance program (5.5)

#### Data management

- Maintain an assurance information management system that supports gathering, management and analysis of relevant data from internal and external sources, including compliance data from assurance providers and oversight bodies (4.4.2)
- Ensure application of data control and data governance procedures for assurance processes (4.4.3-4)

- Ensure assurance database(s) hold complete, accurate and up-to-date information for monitoring, reporting, communication, and insights

#### Risk management and management review

- Maintain an assurance risk management plan that addresses the most significant threats to the integrity of the assurance program (4.2.1, 5.6.1-2)
- Take measures to manage identified threats manage risks and implement improvements (4.5.2)
- Conduct annual management review to assess performance of the assurance program, update classification of risks, and inform further improvements (4.5.1)

#### Stakeholder engagement

- Ensure stakeholders are informed on opportunities to provide input on the assurance program and support its oversight (6.3.2)
- Gather learnings and insights from third-party audits to feed into ongoing assurance program improvements (5.2.3)

#### Drive improvements

- Ensure alignment with the ISEAL Assurance Code of Good Practice, including implementing improvements toward code-compliance
- Understand the strengths and gaps in the existing assurance program; over time, initiate recommendations to improve the efficiency, consistency, and credibility of the program, making sure it remains fit-for-purpose and balances the needs of various stakeholders
- Feed into revisions and ongoing development of the SRP Standard (and related guidance), based on learnings from the assurance program
- Work with other departments to collaborate on cross-functional initiatives

#### Qualifications:

- Bachelor's degree in a relevant field, such as agronomy, environmental science, sustainability
- Five (5) years of professional work experience in a relevant field, such as standards and certification, auditing, sustainable development
- Excellent understanding of what constitutes credible and scalable assurance in the context of global commodity value chains
- Strong understanding of basic auditing approaches and principles
- Passion for quality and keen attention to detail
- Excellent analytical and problem-solving skills, with a proactive approach to finding and proposing well-balanced and thoughtful solutions
- Excellent organizational abilities, with capacity to handle competing priorities
- Strong relationship building skills and service-oriented attitude
- Strong communication skills with the ability to communicate clearly, concisely, and appropriately for wide-ranging audiences
- Fluent in English (written and verbal)
- Excellent computer and IT skills, including Microsoft Suite

**Working arrangements:**

We envision adding the equivalent of one staff position, with a desired start date soonest. Duty station options include remote working (home-based) and/or Bangkok, Thailand (office-based).

We encourage interested persons to propose their preferred working arrangements (e.g., preference for full or part-time staff position, consultancy on retainer basis, short term-contract, geographic location, etc.).

**Expression of interest:**

Please submit your expression of interest with CV and preferred working arrangements to [info@sustainablerice.org](mailto:info@sustainablerice.org). The deadline for submission is **4 March 2022**.