



TFT Wood Control System Officer for India Program

Job Title	Wood Control System Project Officer
Location	Delhi based -but will require extensive travel within India
Job Posted	26 th January 2010
Closing Date	1 st March 2010
Language Requirements	English and appropriate Indian regional languages (e.g. Hindi, Bengali) essential
Term	2 years with possible extension

Background / General description

The Forest Trust (TFT) is a UK based charity that works in partnership with both producers and consumers of wood. TFT focuses on making trade in forest products from sustainably managed forests standard practice. In partnership with forest companies, local communities and other stakeholders, TFT provides expert advice and guidance to improve forest management practices towards the achievement of Forest Stewardship Council (FSC) certification. Through promoting the international trade of sustainably produced timber, TFT seeks to give forests value as fully functioning ecosystems. TFT is currently working in over 4 million hectares of forests across the globe and is expanding its forestry program to India.

TFT in India :

TFT is launching its office in India in 2010.

TFT has opportunities to expand its presence in India to support sustainable forest management and FSC certification, and to link forest products into the international market for certified and responsibly produced products.

Wood Control System Officer Responsibilities and Tasks

The TFT WCS Officer will be responsible for visiting and auditing TFT member factories and implementing wood control systems. This will be under the direction of the TFT WCS Program Team Leader and through guidance from the Field Support Team in Europe. The specific tasks will include:

1. Monitoring TFT Member orders which will use the TFT logo and/or Truth Statement.
2. Assisting factories to develop CoC documentation systems, this needs to be carried out for all processes from the incoming raw material stage up to the product delivery stage.
3. Verifying the original source of logs, and if the products in the factory can be traced back to the forest. This information will be used to determine whether the TFT trademark can be used on TFT



member products. This will be done by means of Chain of Custody (CoC) documentation auditing in factory.

4. Carrying out log checks. This is done to compare the physical identification of each log with legal transport documentation that accompanies the logs from the forest.
5. In-process monitoring when the product is mid production
6. Making factory audit reports for each activity. In the factory of each visit that will be signed by TFT auditor & factory representative.
7. General administrative tasks as and when required

Qualifications and Abilities

The WCS Officer is required to meet the following criteria and demonstrate the following experience and skills:

1. Graduate in Forestry, Forest Management, Social Forestry, Agronomy or related discipline;
2. Ideally at two years relevant experience;
3. Must have an understanding of chain of custody, supply chain management or timber tracking techniques;
4. Good working knowledge of MS Office Programmes;
5. Strong written and spoken English language abilities are a MUST;
6. Ability to work alone during factory visit and in a small team;
7. Must be able to prioritise and organise own work schedule.

Other information:

The Wood Control Systems Officer will be based in Delhi

Starting date: 3rd May 2010

Duration: 2 years, with possible extension

Salary and benefits: to be agreed but based on experience

Candidates interested in the position should send a covering letter and their curriculum vitae (including references and contact details) in English along with anticipated salary by email to h.wingfield@tft-forests.org until March 1, 2010.

Only shortlisted candidates will be contacted for interviews.

More information on TFT can be found at: <http://www.tft-forests.org/>