



**Job Description**  
**Manager of Operations**  
**International Emissions Trading Association**

**Job Title:** Manager of Operations

**Location:** Geneva, Switzerland

**Reporting to:** President & CEO

**Closing date:** 1<sup>st</sup> August 2006

**Task and Responsibilities:** **Reporting to the President & CEO, coordinate the work of the various area of activity and implement the Work Program as approved by the Annual General Meeting**

1. Responsibilities on following developments in the area of GHG market mechanisms – including contracts, long term perspectives, market development, etc.
2. Responsible for the Office Management
  - Financial Management
    - Provide the President & CEO with monthly overview of the IETA accounts in relation to the agreed Budget.
    - Approve & Manage travel expenditure of IETA Staff
    - Ensure prompt follow up on payment of outstanding invoices
  - Staff Coordination
    - Manage in collaboration with the President & CEO staff commitments towards projects and activities and follow up with the project managers and administrative staff.
    - Provide Progress Reports to the President & CEO on the project managers and administrative staff activities
  - Provide support to the President for the preparation of material for the Board and Annual General Meetings
3. Member relations
  - Maintain existing members
  - Attract new members

**MARKET SOLUTIONS FOR GLOBAL ENVIRONMENTAL PROBLEMS**

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#### 4. Working Groups

- Coordinate the work of the project managers for the various areas and existing IETA Working Groups
- Lead the work on Voluntary & Non-Kyoto Emission Reduction Programmes
- Provide support to the President & CEO in managing Working Groups
- Catalyse and promote the start-up of new working groups within the membership

#### 5. Oversee the development of material to promote emissions trading

- Coordinate and undertake research relevant to IETA in areas such as synthesis of market activity, market size, etc
- Voluntary Market & Non-Kyoto Programmes
  - Development of material related to emissions trading as a concept
- Capacity Building
  - Organise and develop workshops & conferences focused on capacity building of trading mechanism & CDM

#### 6. Assist in the development of IETA promotional material.

- Folders, brochure, membership kit, etc
  - Oversee the maintenance of the IETA website by the Project Managers
  - Manage and maintain the IETA web site

#### **Required experience and skills:**

- i. Strong affiliation and understanding of the climate change and GHG market mechanisms and its political sensitivities
- ii. University education with at least 7 years work experience of which 3 years within the GHG Market in either the CDM Mechanism and/or EU ETS.
- iii. Good inter-personal skills, team player
- iv. Ability to prioritise and work under tight deadlines
- v. Good communication & presentational skills
- vi. Flexible and service minded
- vii. Ability to work in parallel with issues of substance and management
- viii. Research and analytical skills



- ix. Knowledge of computer software, including PowerPoint, Word, Excel, Lotus Notes, etc.
- x. Excellent command of the English

**Additional information**

Although starting date is negotiable candidates should be available preferably as of the 01<sup>st</sup> of October 2006 with the aim to be able to have a minimum hand over period of 3 month. The deadline for submission be the 1<sup>st</sup> of August 2006 and only those applicants that are invited for an interview will be contacted after the 15<sup>th</sup> of August 2006.

IETA offers its employees a comprehensive salary package subject to Swiss Taxation, which includes contributions to social security and pension fund and Accidental Insurance cover.

**About IETA:**

IETA currently has 130 members and 7 staff working from offices in Geneva (Switzerland), Toronto & Ottawa (Canada). IETA is dedicated to:

- the objectives of the United Nations Framework Convention on Climate Change and ultimately climate protection;
- the establishment of effective market-based trading systems for greenhouse gas emissions by businesses that are demonstrably fair, open, efficient, accountable and consistent across national boundaries; and
- maintaining societal equity and environmental integrity while establishing these systems.

**Questions:**

In case you have questions in relation to the posting please contact Edwin Aalders

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