



Job Description
Manager of Operations
International Emissions Trading Association

Job Title: Manager of Operations

Location: Geneva, Switzerland

Reporting to: President & CEO

Closing date: 1st 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 01st 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 1st of August 2006 and only those applicants that are invited for an interview will be contacted after the 15th 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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