

Roundtable on Sustainable Biofuels

An initiative of the EPFL Energy Center

Ensuring that biofuels deliver on their promise of sustainability



Job Description Head of the RSB Secretariat

The Energy Center at the Swiss Federal Institute of Technology in Lausanne (EPFL) houses the Secretariat for the **Roundtable on Sustainable Biofuels** (RSB), a multi-stakeholder effort developing international standards for sustainable biofuels production and processing. Through an open and transparent consultation process, we are developing standards in conjunction with non-governmental organizations, companies, governments and inter-governmental groups from all over the world. 'Version Zero' of the RSB standard was released in August, 2008, and after seven months of intense public consultation we hope to publish 'Version One' in June, 2009, which will become the basis for a certification system for sustainable biofuels. For more information on the RSB, please visit <http://EnergyCenter.epfl.ch/biofuels>.

The founding Head of the RSB Secretariat will be going on maternity leave on July 1st, and not renewing her contract after December, 2009. We are searching for an excellent communicator and strategic thinker to lead the RSB into its implementation phase, starting in June, 2009.

Overview of Position:

The Head of the Secretariat is responsible for implementing the RSB strategy and workplan, including managing a small team of employees and consultants. Fundraising, external communications, budgeting, and strategic planning for the RSB are the key responsibilities of the Head of the Secretariat. The position requires the ability to manage a flexible and dynamic organization operating in a rapidly-changing industry.

Specific duties include:

- Recruiting and managing a team of three full-time staff in Lausanne (including one Administrator), as well as additional consultants for special projects.
- Identifying outside funding opportunities from foundations as well as private and public sector partners, and overseeing all grant applications and reporting.
- Recruiting key stakeholders to participate in the RSB process.
- Maintaining close relationships with the RSB Standards Board and managing all Standards Board meetings and reports.
- Ensure that RSB activities remain within the budget and that quarterly budget reports are prepared for the Energy Center Director.
- Developing and implementing 2- and 5-year strategic and business plans for the organization.
- Representing the RSB's accomplishments and goals to external actors, via public and written communication.

Qualifications:

- Experience with biofuels, agricultural certification systems, standard-setting, and/or consensus-building.
- Ability to communicate clearly with Roundtable members from company, NGO, government, and academic organizations from several countries around the world.
- Professional presentation skills.
- Quick learner with ability to understand complex scientific and social development topics.
- Fluency in English required. Proficiency in French, Spanish, and/or Portuguese a plus. Non-French speakers will be required to take free language courses at EPFL.
- Bachelor's degree or equivalent required.
- International travel required (25-30%).
- Proficiency in using Microsoft Word, Excel, Powerpoint, and Outlook software.

Based in Lausanne, Switzerland.
Reports to: Director, Energy Center, EPFL.

To apply, please send a cover letter, a detailed CV, and the contact details for two references to charlotte.opal@epfl.ch and hans.puttgen@epfl.ch by 24/4/08, with the subject heading 'Candidate - Head of RSB Secretariat'. All applications are confidential. No phone calls please.