

GSTC Accreditation Coordinator

Job Description

Overview

The GSTC Accreditation Coordinator supports the strategic goals of GSTC and the policy leadership of the Assurance Director, focusing on the accreditation assessments of certification bodies that certify tourism businesses and destinations against the GSTC Criteria and the GSTC-Recognized standards.

In addition, the Accreditation Coordinator manages various aspects of GSTC guidance for GSTC-Accredited certification bodies and proposes innovations for more efficient certification.

GSTC has developed a credible assurance program for hotels, tour operators, and destinations and has been developing an additional assurance program relevant to new GSTC Criteria, such as MICE and Attractions, striving to comply with the ISEAL Alliance Assurance Code. Additionally, GSTC is undertaking new approaches to its striving to comply with the ISEAL Alliance Impacts Code. The Accreditation Coordinator engages with the GSTC Assurance Director, other Assurance staff, and occasionally others, including the CEO, to support continued development in both areas of assurance and impacts.

Roles & Responsibilities

1. Conduct accreditation assessments of accredited and applicant certification bodies
2. Support the Assurance Director with assurance-relevant matters
3. Provide backup roles for the Accreditation Manager and other accreditation team members during their personal leaves of absence.

Reporting Relationship

The reporting relationship is to the Assurance Director.

Qualifications

- Preference given to Filipinos currently living in the Philippines
- Knowledge and skills in accreditation and certification
- Language skills: professional grade written and spoken English
- Bachelor's degree or higher
- Five years minimum of relevant experience. Experience in the tourism sector will be preferable
- Comfortable working across different cultures
- Comfortable working independently
- No restrictions on overseas business trips
- Software skills: intermediate or higher level user of MS Office (Excel, Word, PowerPoint) and its Google equivalents, with proven ability to quickly learn various software applications
- Preference will be given to individuals who have completed the GSTC sustainable tourism training or auditor training.

Application Procedure

Qualified candidates are invited to submit their CV plus a letter stating their motivation, interest, and how they plan to contribute, to accreditation@gstc.org with the title 'Accreditation Coordinator Application'.

Applications should be submitted by 25 June 2024. Candidates of interest will be contacted for further information by 30 June 2024. If you don't receive an email, it means that you have not been chosen for the interview.

Please do NOT apply if you do not fulfill the qualifications required above.