



GSTC Accreditation Compliance Manager

- Job Description-

Overview

The Global Sustainable Tourism Council (GSTC) is seeking an Accreditation Compliance Manager to manage GSTC accreditation documents and conduct compliance assessments. GSTC has developed a credible assurance program for hotels, tour operators, and destinations and has been extending it to MICE and Attractions. The growth of the GSTC Assurance Program requires qualified managers with deep knowledge and experience in accreditation.

Remote work basis.

Roles & Responsibilities

1. Conducting GSTC accreditation assessments.
2. Developing better policies for GSTC accreditation.
3. Developing and updating the requirements for GSTC accreditation.
4. Developing and updating the GSTC accreditation documents (procedures, guidance, interpretation documents)
5. Providing backup support for the Chief Assurance Officer (CAO) and Senior Accreditation Managers during their personal and business leaves.
6. Miscellaneous other duties shared with and under the direction of the CAO.

Reporting Relationship

Reporting to the Senior Accreditation Manager.

Qualifications:

- ✓ Education: Bachelor's degree or higher.
- ✓ Experience & Knowledge:
 - **At least 5 years of office work experience** with certification bodies or accreditation bodies.
 - Knowledge and experience in accreditation (preferred experience at accreditation

bodies or experience at certification bodies managing accreditation tasks).

- Knowledge and skills in auditing and certification processes.
- Knowledge of sustainable hospitality best practices.

✓ Technical 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.

✓ Language Skills: Professionally written and spoken English is required.

✓ Personal Skills:

- Effective speaking skills
- Comfortable working across different cultures.
- Comfortable working independently.

Note: Residency in Asia is considered an advantage. Probation duration is 3 months, and the compensation will be 90% of the regular salary.

Application Procedure

Qualified candidates are invited to submit their CV and a cover letter detailing their motivation for applying and relevant experience to **mihee@gstc.org** and **hr@gstc.org** with the title '**GSTC Accreditation Compliance Manager | *applicant name***'.

Please do not apply if you do not meet the qualifications. Applications should be submitted **by May 15, 2025**.

Note: Candidates of interest will be contacted for further information. Compensation will be determined based on the candidate's qualifications, experience, and geographic location.