Opening with *trustea* code secretariat – IT Project Manager

What is *trustea*?
trustea is The India Sustainability Tea Program. It is a locally-developed and owned code that is meaningful, cost-effective and practical without compromising on globally accepted sustainability principles and standards. The programme aims to transform the Indian tea industry by verifying 50% of the country's tea production by 2020.

The ***trustea*** program was launched in July 2013, in Kolkata, with industry wide participation and support of Tea Board of India. It is uniquely positioned in the industry because it is a coalition of government, buying companies, producing companies, NGOs and trade associations. The scheme is funded by the three largest tea packers in India – Hindustan Unilever, Tata Global Beverages and Wagh Bakri – and IDH The Sustainable Trade Initiative. Work to implement the ***trustea*** code is conducted by two partners, Solidaridad and Ethical Tea Partnership. To date, the programme has verified approximately 40% of Indian tea production and is expected to reach over 50% by 2020.

The ***trustea*** code is based on the Indian legal framework for the tea industry. ***trustea*** also includes social and environmental control points that have been benchmarked against international agricultural sustainability standards, food safety regulations and industry best practice. It is applicable to the tea plantation sector, bought leaf factories, and small tea growers to enable compliance and traceability of tea throughout the production supply chain. The programme consults with experts and other stakeholders on issues such as agrochemicals, wages, housing and sanitation, gender, and the environment to ensure that the programme is able to maintain high standards whilst remaining practical and relevant to the tea industry.

***trustea* Governance**: The trustea secretariat will be hosted by IDH for a period of not more than one year before transitioning into an independent entity. Such entity is expected to be financially self-sufficient by 2020.

Duties and objectives of the interim secretariat (hosted by IDH) towards *trustea* Code Management:

- Own and maintain the ***trustea*** code
- Protection of IPR and the ***trustea*** brand
- Empanelment and management of Certification Bodies
- Own and maintain the audit protocol, scheme regulations, and code implementation guidance
- Own and maintain the ***trustea*** audit tool application and website
- Development of a Chain of Custody system
- Manage quality control systems and System Assurance Audits
- ***trustea*** (Code) promotion and image management (public relations)
- Consult with and maintain relationships with key stakeholders
- Monitoring and evaluation of programme impact, including maintaining audit data records and analysis
- Quarterly reporting to the ***trustea*** Programme Committee
- Operational the agreed business model to achieve financial independence by 2020

trustea is currently looking to recruit an **IT Project Manager** for *trustea* Code Management as detailed below to achieve its objectives.

JOB OPENINGS *trustea* **Code Management**

1. **IT PROJECT MANAGER**

Profile:
- MS/BS in Computer Science, MIS or related field
- Reporting to the Director – *trustea* and working with the *trustea* secretariat team
- Proven working experience as an IT manager for small or mid-size companies or organizations
- Proven experience of managing IT projects – from planning, prototyping, budget control, implementation/ roll out planning and communications/ training.
- Excellent knowledge of programming languages, latest data management techniques, information analysis and management of computer hardware/software systems
- Expertise to handle large sets of industry wide data and produce inference
- Hands-on experience with web-based traceability / chain of custody (CoC) systems for supply chain management in tea or any related commodity
- Experience developing or maintaining android/mobile based applications
- Ability to manage personnel and their day-to-day IT support requirements
- Software Generalist
- Good understanding of software systems architecture and functioning
- Sound knowledge of database (creation, maintenance, linkages)
- Capability to propose Process Enhancements & Improvement

Job description:
- Manage information technology and computer systems – *trustea* website, auditing android/mobile based auditing tools, web-based traceability and data management systems in collaboration with the *trustea* secretariat team and tea industry stakeholders
- Plan, organize, control and evaluate IT operations, including the CoC systems in alignment with the *trustea* company and *trustea* program committee decisions
- Design, develop, implement and coordinate systems, policies and procedures related to IT and Chain of Custody with the overall guidance of the Director
- Ensure security of data, network access and backup of systems
- Act in alignment with user needs and ensure smooth functionality of the systems
- Identify problematic areas and implement timely solutions
- Manage maintenance and updating of the *trustea* website using content developed by the Secretariat
- Preserve assets, information security and control structures
- Willing to learn and adapt to any other IT requirements within *trustea* company

Conditions for all positions:
Location of posting: Kolkata for all positions
Method of Application: E-mail
Salary and benefits: Competitive remuneration based on skillset and experience
Mode of recruitment: Contract

Candidates should be Indian nationals or have permission to work in India.
trustea is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will be considered based on merit without regard to race, colour, religion, gender, sexual orientation, age, disability or any other characteristic protected by applicable law.

For more information, please visit www.trustea.org

Applications must be received at cv_trustea@claritusconsulting.com **by** 20th **May 2018**

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