GSTC Audit Process Analyst

Job Description

Overview

The GSTC Audit Process Analyst supports the strategic goals of GSTC and the policy leadership of the Assurance Director and Accreditation Manager, focusing on the Accreditation Assessments of certification bodies that certify tourism businesses and destinations against the GSTC Criteria.

In addition, the Audit Process Analyst manages various aspects of GSTC guidance to the 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 Audit Process Analyst engages with the GSTC Assurance Director and other Assurance staff, and occasionally others, including the CEO, to support continued development in both areas of assurance and impacts.

Roles & Responsibilities

1. Support accreditation assessments of accredited and applicant certification bodies
2. Conduct surveillance activities of the Turkiye Sustainable Tourism Certification
3. Evaluate the documentation provided by the certification bodies and prepare reports
4. Support the Assurance Director with assurance-relevant matters
5. Provide backup roles to the Accreditation Manager during personal leaves of absence

Reporting Relationship

The reporting relationship is to the Assurance Director.

Qualifications

- ✓ Turkish resident who can travel within Turkiye whenever it is necessary
- ✓ Completed GSTC Sustainable Tourism Training or GSTC Auditor Training
- ✓ 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
- ✓ 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

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@gstcouncil.org with the title 'Audit Process Analyst Application'.

Applications should be submitted by 30 April 2024. Candidates of interest will be contacted for further information by 8 May 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.