

Mozambique Jobs Expertini®

Carbon Project Manager - Mozambique

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Company: BURN MANUFACTURING

Location: Maputo

Category: other-general

About the Role: The overall role of the Carbon Project Manager is to plan, coordinate and execute varied Baseline & Monitoring Surveys, Stakeholder Consultations, and other specified activities pursuant to the development and implementation of BURN's carbon-financed Improved Cook Stove ("ICS") Projects on time, on scope and on budget. **Duties and Responsibilities:** Lead assigned projects from requirements definition through implementation, scheduling, scope, budget estimates, and project implementation plans. Accordingly, the Project Manager shall be responsible for producing and owning a detailed Project Gantt chart for all assigned Projects. Coordinate internal and external resources, (including but not limited to third-party Consultants, financial budget requisitions and coordination of in-country logistics) ensuring Projects remain within scope, schedule, and defined budgets, in collaboration with project staff from BURN HQ. Analyze Project progress, track and monitor Key Performance Indicators (KPIs) and report project outcomes and risks to the appropriate management channels as needed—escalating issues as necessary based on project work plans up to and including closeout reports demonstrating tasks compliance with specified Project requirements. Understanding and providing all related support documents for all carbon process stages and milestones to the Carbon Technical Officer and Carbon Technical Manager Ensure resource availability and allocation by preparing a full Project Budget and Project expense reports associated with that approved Budget Organize, coordinate, lead and Report on Local Stakeholder Meetings and Stakeholder Feedback round as per the guidelines set by the Carbon Technical Team. This includes but is not limited to preparing the budget, planning the timelines for tasks, finding local teams to work with in organizing and facilitating the

meeting, putting together the list of participants for the meeting, preparing and translating invitations (newspaper advertisements, radio advertisements, emails, word of mouth, phone calls, etc.), hosting the meeting, providing supporting documents from the meetings held. Organize, coordinate, lead and report on Baseline Surveys and Baseline Kitchen Performance tests as per the guidelines set by the Carbon Technical Team. Coordinating on-the-ground field surveys, recruitment and training of data collectors/enumerators, Logistics planning of resources for all field data collection, on-the-ground presence while managing all field data collection activities, etc. Organize, coordinate, lead and report on Annual Monitoring Surveys, Project Kitchen performance tests, Leakage Surveys and Water Boiling Tests as per the guidelines set by the Carbon Technical Team. This includes, but is not limited to activities such as Planning all timelines for the field research work, Coordinating and managing on-the-ground field data collection surveys, recruitment and training of highly experienced data enumerators/research consultants as the case may be, Logistics planning of resources for all field data collection, on the ground presence while managing all field data collection activities, risk assessment and management in field research surveys, timely and efficient problem solving etc. Develop and maintain partnerships with outside resources—including third-party vendors and researchers. Cultivating good relationships with BURN country representatives (colleagues in the country), to ensure the colleagues understanding, and timely delivery of carbon requirements. Organize all logistics related to all Carbon Audits during Validation and Verification . These include booking households to be audited during audit site visits, accompanying the auditors for the interviews, and ensuring all households meet the standard set by the Carbon technical team on time. This involves, but is not limited to booking appointments with households selected for the Audit visit, planning all transport and accommodation logistics for the households to be visited, etc. Communication of Results from Set Goals and targets to the Carbon Project Implementation Manager on the agreed-upon frequency. Carrying out specific one-off special carbon assignments falling outside the scope of existing JD Skills and Experience: Bachelor's or master's degree in environmental science, Carbon Management, Project Management, or a related field. Minimum of 5 years of experience in project management, with a focus on carbon-financed projects or carbon offset projects. Proven track record in successfully managing and implementing complex projects, preferably in the field of clean energy, carbon emissions reduction, or related areas. Experience in working on international projects, particularly in Africa, would be advantageous. Familiarity with the cookstove industry and understanding of carbon market

mechanisms. Strong analytical and problem-solving skills, with the ability to analyze project progress, track Key Performance Indicators (KPIs), and report outcomes. Exceptional organizational and multitasking abilities, with attention to detail. Effective communication skills, both written and verbal, for reporting project outcomes and risks to management channels. Proficiency in using project management tools and software. Knowledge of carbon market standards, methodologies, and processes. Ability to work in a cross-functional and multicultural environment. Flexibility and adaptability to changing project requirements. Certification in Project Management (e.g., PMP) would be a plus. Familiarity with monitoring and evaluation processes in the context of carbon projects. Knowledge of local contexts and regulations related to carbon projects in Africa. Qualified

Female Candidates encouraged to Apply BURN does not charge a fee at any stage of the recruitment process (application, interview, meeting, processing, training, or any other fees). Powered by JazzHR

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