



## THE BEST PROJECT MANAGEMENT JOB IN THE WORLD.

### JOB ANNOUNCEMENT: LOWER ZAMBEZI PROJECT COORDINATOR (LZ PC)

*BCP's mission is making **conservation**  
of wildlife habitat valuable to **people**.*

BCP is a leading African conservation company which seeks to sustainably finance wildlife and habitat conservation through the forest carbon markets. We are working with Community and Government partners to help improve the conservation management over 1 million hectares of globally significant wildlife habitats in Zambia, and to benefit 225,000 people.

BCP seeks a talented Project Coordinator will oversee all aspects of REDD+ project management in Lusaka Province, and parts of Central Province within the Zambezi catchment area. This important role will report directly to the Chief Executive Officer. This role will be responsible for delivering key outcomes against the Company's top goals. This role must lead, build and manage a highly effective project team to run the project area on a day-to-day basis to deliver exceptional results in both community and biodiversity outcomes. This role will plan, organize, lead and manage budgets for REDD+ activities and will be responsible for helping to deliver successful REDD+ verifications against international standards. The role oversees reporting, planning, operations and partnership building with community, Government and other stakeholders.

## PRIORITIES THAT WE'LL TRUST YOU WITH.

**Only those applicants who are able to deliver on the following requirements need apply:**

- Short term, annual and long range project planning
- Budgeting and budget management
- Support the generation of and achievement of Annual Work Plans
- Serve as the communications "control tower" to backstop operational field teams and HQ
- Oversee the Organization, filing, maintenance of project documents and database
- Build the management capacity of project staff
- Introduce and/or modify management systems and processes to build the efficiency and effectiveness of projects in an audit-proof manner
- Coordinate logistical support between project sites and HQ
- Help to deepen existing and develop new excellent stakeholder relations
- Professional reporting
- Help to deliver capacity building support to partners

## ALLIANCE BUILDERS WANTED.

- Bachelor's Degree in Business Management or a related field preferred
- A Masters in Project Management would be a plus
- 4+ years experience in project management

- African experience preferred
- Proficient in Project Management Software, Microsoft Suite and other management software
- Organized and details oriented
- Skilled collaborator
- Excels in a fast-paced work environment
- Strong communication skills, both oral and written
- Ability to multi-task effectively
- Focused and supportive to management at all times
- Self-starter, who works well independently
- Adaptable and calm under pressure
- Expert problem solver

#### WHAT YOU'LL TELL YOUR CONTACTS.

BCP is one of the leading REDD+ project development social enterprises in Africa. BCP's mission is making conservation of wildlife habitat valuable to people. BCP runs two REDD+ projects in Zambia: The Lower Zambezi REDD+ Project and the Luangwa Community Forests Project. The Luangwa project is Africa's largest REDD+ project by hectareage. The Lower Zambezi REDD+ Project is the world's only 7 times VCS-verified and triple gold CCB verified REDD+ project. As the 5<sup>th</sup> highest scoring B Corp in the world, BCP benefits 225,000 people across 13 Chiefdoms. Our moonshot is to help conserve 10 million hectares of wildlife strongholds by 2030 reducing 10 million tons of carbon emissions annually.

#### WE EVEN DO BENEFITS DIFFERENTLY.

As an equal opportunity employer, a competitive salary will be offered, plus great holiday benefits, plus the potential for performance bonuses, plus training and travel opportunities for work, plus health benefits, plus a great work culture, plus career growth, plus working with a diverse and committed team.

Candidates interested in joining an innovative, fast-paced, and high-performance team, and working towards doing amazing things supporting livelihoods programs, please send a CV, a cover letter, and anything else that makes your application stand out by email to [jobs@biocarbonpartners.com](mailto:jobs@biocarbonpartners.com) with **Lower Zambezi Project Coordinator** in the subject line. Please ensure your cover email stands out. Please also send 3 reference contacts.

**Applications accepted from 22<sup>nd</sup> April 2021 until the position is filled.**

**Only shortlisted applicants will be contacted.**

**If an applicant receives no response within a 30-day period, they should consider their application unsuccessful.**