



Job Title:	Project Development Coordinator
Job Reference:	PDC
Reports to:	Programme Manager and African Director
Job Location	Nairobi, Kenya (with local travel)
Salary	Circa \$28,500 p.a. (depending on experience) plus commission
Overall Job Purpose	<p>This is a fantastic, rewarding opportunity to support the growth of Carbon Zero Kenya Ltd, an ethical global organisation based in Nairobi, Kenya.</p> <p>To be considered for this position you must be educated to at least degree level in a relevant field. You will be responsible for delivering carbon projects under the Clean Development Mechanism (CDM) and the CDM Gold Standard carbon credit issuing authorities, as well as additional projects as required. You will co-ordinate employees and contractors to implement projects that deliver social, environmental and economic benefits to local people across various locations. You must have experience in leading a team, community and stakeholder engagement, monitoring and evaluation, success in securing funding and be confident to network with other NGOs and companies.</p>
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • Act as focal point of contact for the UK Project Development Team • Support field staff in meeting Gold standard, VCS and CDM project requirements; including validations, verifications and monitoring • Work with HR in Kenya and UK to support all required activities • Ensure that programmes/projects remain within the remit of their initial design, approved plans and budget • Manage day to day running of the projects by implementing and managing reporting processes • Support the development of marketing material to promote the projects and the sale of carbon credits • Represent co2balance at workshops and conferences in order to generate new partnerships and business opportunities • All other activities as requested by the acting line manager

	Essential	Desirable
Qualifications / Training / Knowledge		
1. Educated to degree level in an environmental or scientific discipline	√	
2. Post Graduate qualification in environmental management, sustainable development or similar		√
3. IT literate (MS Word, Excel, Power Point)	√	
4. Experience in developing Gold Standard or CDM projects		√
Experience / Skills		
1. Proven experience in project management and leading a team	√	
2. Minimum 3 years experience in development projects in environmental, conservation, forestry or related sectors	√	
3. An understanding of logistics and strong experience in budget management	√	
4. Experience of working in Kenya	√	
5. Experience of working in neighbouring African countries		√
Competencies		
1. Ability to work as a team player, but also to manage your own work load as required	√	
2. Time management and effective organisational skills	√	
3. Excellent research skills	√	
4. Able to analyse varied information from a number of sources and resolve straight forward problems	√	
5. Fluent and effective communicator, written and oral	√	
6. Accessible, responsive and accountable	√	
7. Possess a sense of humour and the ability to maintain a healthy work/life balance	√	
8. Excellent written and spoken English, in addition to Swahili	√	

To apply for this position please send a CV and Covering Letter detailing your suitability to the role, quoting reference **PDC** to careers@co2balance.com

The deadline for applications is 5pm Wednesday 1st January 2014.

You must be able to attend an interview in Nairobi, Kenya in January 2014.