



THE BEST COMMUNITY CONSERVATION JOB IN THE WORLD.

JOB ANNOUNCEMENT: GENERAL OFFICE MANAGER - MFUWE

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

BCP is a leading African conservation company which aims to generate sustainable conservation finance 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 170,000 people. Most of the project areas are located in Game Management Areas bordering strategic National Parks in Eastern and Lusaka Province, governed by management agreements between local communities, the Government of Zambia, and BCP.

BCP seeks a dynamic, talented Zambian national to work as Office General Manager

We are looking for self-motivated, responsible candidates who have previous office management experience, with strong team leadership skills. The General Office Manager's duties and responsibility includes planning and coordinating administrative & operational support to ensure efficient performance of the office. This role provides support through a variety of tasks related to the organisation and its communication both internally and externally.

STUFF WE'LL TRUST YOU WITH.

1. **Maintaining office services** by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing supply requisitions; assigning and monitoring clerical functions
2. **Achieving financial objectives** by preparing an annual admin budget for the Mfuwe Office; scheduling expenditures; analyzing variances; initiating corrective actions.
3. **Coordinate movements of vehicles and Logistic Technicians** based at the field site and ensure logbooks are properly documented and that relevant SOPs' are followed.
4. **Coordinate logistics for the site**, including vehicle management, fuel management and vehicle maintenance, in conjunction with the Logistics Manager.
5. **Organizing** travel and preparing complex travel itineraries for Managers.
6. **Diary Management** – Maintain & provide reminders regarding meetings and appointments as per the Project Plan.
7. **Coordinate** the maintenance of the Home office, and the security detail.
8. **Supporting field operations** in various site offices, in relation to setting up effective systems, monitoring inventory systems and any other assistance as designated and required.
9. **Plans/organizes and implements** events such as meetings, business luncheons, or client dinners
10. **Prepares reports**, presentations, and data, as well as maintaining files, records, and correspondence for meetings.
11. **Handles confidential information** and organizes and maintains files.
12. **Prepares information** and research for executive needs. *This include data searches, articles searches, etc related to our project and partners.*
13. **Planning company events**, meetings, and employee team building activities or special projects.
14. **Trains, manages**, and supervises lower-level assistants, clerical staff, and Security Guards.

15. **Assisting with operations** of a growing and fast-paced team.
 16. **Self-confident** with an appropriate sense of urgency, excellent organizational skills, and paying attention to detail.
- Compliance to Company Policies & all Company SOPs'

PROBLEM SOLVERS WANTED.

- Advanced partnership development skills.
- Advanced report writing.
- Knowledge of community mobilization and capacity building amongst community institutions.
- Project Management, people management and leadership skills. We're looking for someone who wants to make a difference, puts team and partnership first, and has integrity.
- Good communication skills, both verbal and written. Talented community facilitator.
- Experience with MS Office, including Word and Excel.
- Management, administrative and organizational skills.
- Bachelor's degree in Project Management, with a bias in natural resource management & conservation a plus.
- Experience with REDD+ a plus.
- Zambian rural experience preferred.
- Ability to work independently.
- Proficiency in MS Office

STUFF YOU'LL TELL PEOPLE AT PARTIES.

BCP is a leading African REDD+ project development social enterprise. 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 set to become Africa's largest REDD+ project by hectareage. The Lower Zambezi REDD+ Project is the world's only 5 times VCS-verified and triple gold CCB verified REDD+ project. As the 3rd highest scoring B Corp in the world, BCP benefits 173,000 people across 13 Chiefdoms through a community impact model developed over 8 years. Our vision is community partnerships conserving Africa's last strongholds starting with over 1 million hectares of globally important wildlife habitats in Zambia's Lower Zambezi and Luangwa ecosystems.

WE EVEN DO BENEFITS DIFFERENTLY.

A competitive salary will be offered, plus great holiday benefits, plus the potential for performance bonuses, plus 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 and high-performance team, and working towards doing amazing things in project management and 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 with **General Office Manager** in the subject line. Please ensure your cover email stands out. Please also send 5 reference contacts.

Applications accepted from 18th January 2020 until the position is filled.