

## Senior Project Manager – Carbon Operations.

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Company: BURN MANUFACTURING

Location: Nairobi

Category: business-and-financial-operations

About the Role: BURN Manufacturing Co., has developed a robust and complex portfolio of carbon assets. This portfolio comprises 70 different unique projects which the Carbon Operations team is required to seek certification against. The Senior Project Manager shall report to the Head of Carbon Operations (“HCO) and work in close collaboration with the Senior Carbon Technical Manager (“SCTM”) and the Quality Assurance and quality Control officer to ensure that all project deliverables are submitted on time, satisfying all pre-defined quality requirements, and optimizing cost efficiencies through the project life cycle. As such, the Senior Project Manager will have the authority to run project management oversight, for BURN’s carbon portfolio, on a day-to-day basis. The Senior Project Manager shall also be tasked with the upskilling of the Carbon Operations pool of project managers including but not limited to specific capacity-building programs and the implementation of project management tools to track employee resource utilization, KPI performance and project milestone tracking. The Senior Project Manager shall also be responsible for the management of carbon operations financial resource allocation, tracking and budget controls. The Senior Project Manager shall second the Head of Carbon Operations in ensuring adequate portfolio and project risk management including but not limited to specific actions such as project change requests to ensure successful and on-time project delivery. The Senior Project Manager shall be required to contribute to process improvement initiatives as they relate to improving project delivery. Duties and Responsibilities: Manage a portfolio of complex carbon projects (current portfolio spans 10 SSA markets) Provide on-site leadership for the project team by building and motivating team members to meet project

goals, adhere to their responsibilities and project milestones. Full project life cycle ownership: successful project delivery will include full implementation from initiation to deployment for one major or several minor initiatives simultaneously. Manage all aspects of multiple related projects to ensure the overall program is aligned to and directly supports the achievement of strategic objectives. Report on project success criteria results, metrics, test and deployment management activities Provide portfolio updates to inter-departmental project tracking tools (including but not limited to shared resources i.e., portfolio calendars, project tracking sheets, and budget reporting tools) Working under the guidance of the HCO & SCTM to coordinate timely execution of external deliverables (including but not limited to carbon registries, Validating and Verifying Bodies (VVBs), contracted consultants and any other third parties required for the delivery of project outcomes) Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence. Working closely with the QA/QC officer, establishing and or improving standardized operating practices, templates, policies, tools (including the automation of project management functions) and partnerships to expand and mature these capabilities for the organization. Work closely with assigned carbon operations project managers to review and approve project-specific budget estimates and detailed project plans for all phases of the project. Manage and improve the internal procedures for the procurement of resources to achieve project objectives in planned timeframes (procedures including but not limited to financial planning and budgeting, third-party vendor management (including but not limited to contracting, payment cycles, deliverable quality management, daily communications management and the development of a systemic vendor selection and vendor management SOP). Manage the day-to-day project activities and resources and chair the project management team meetings. Establish and or streamline carbon project managers' and the carbon ops projects coordinator's KPIs, conduct weekly check-in meetings with the aforementioned team members and complete their regularly scheduled performance reviews. Provide weekly status reporting regarding project milestones, deliverables, dependencies, risks and issues, communicating across leadership. Manage project scope and changes. Oversight of the Projects Coordinator to ensure that all scheduled Carbon Operations internal and inter-departmental meetings are effectively managed, establishing clear meeting procedures and reporting guidelines. Develop and manage all aspects of project and program engagement from planning, external vendor relationships, communications, resources, budget, change, risks and issues. Set and continually manage project and program expectations while

delegating and managing deliverables with team members and stakeholders. Working with the supervision of the HCO, delegate tasks and responsibilities to appropriate personnel. Monitor, track and control outcomes to resolve issues, conflicts, dependencies and critical path deliverables. Develop and deliver progress reports, proposals, requirements documentation and presentations to various audiences, including project team, sponsors, CIO and key stakeholders. Determine the frequency and content of status reports from the project and program team, analyze results and troubleshoot problem areas. Coach, mentor, motivate and supervise project and program team. Deliver appropriate and effective executive-level communication. Ensure that projects and programs are proceeding according to scope, schedule, budget and quality standards. Manage project and program issues and risks to mitigate the impact to baseline. Continue professional development to keep abreast of emerging technologies, methods and best practices. Extensive understanding of project and program management principles, methods and techniques Other duties as assigned by the HCO. The Senior Project Manager shall have demonstrable and proven success in providing on-site leadership for the project team by building and motivating team members to meet project goals, and adhering to their responsibilities and project milestones. Skills and Experience: Excellent experience in SDLC Methodologies, Agile, SCRUM, SDLC / Waterfall Strong leadership, diplomatic and motivational skills including the ability to lead up, across and down multiple business and technology organizations. Proven ability to work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation, and excellence. Build and maintain relationships by engaging business leaders to establish credibility, solve problems, build consensus, and achieve objectives. Excellent leadership, communication (written, verbal and presentation) and interpersonal skills. Self-motivated, and decisive, with the ability to adapt to change and competing demands. Research best practices within and outside the organization to establish benchmark data and use continuous process improvement disciplines to achieve results. Tools: MS Project, Excel, Word and PowerPoint; CA Clarity PPM Experience negotiating vendor contracts. Experience drafting and submitting budget proposals and recommending subsequent budget changes where necessary. Experience in successfully leading projects and programs to on-time, on-schedule and within-budget close. Experience leading, motivating and managing various project and program team sizes, including internal and external resources, while holding the team accountable for performance Strong experience presenting to executive sponsors and demonstrated communication skills, both written and oral with technical and non-technical

staff, all levels of management Experience influencing and gaining buy-in from executive sponsors, team members, stakeholders and peers. Team-building skills with technical and non-technical staff Experience working both independently and, in a team, -oriented, collaborative environment Flexible with proven ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities. Technically competent with various software programs, including but not limited to Microsoft Office (Word, Excel, PowerPoint, Visio), Microsoft Projects, ServiceNow, SmartSheet and Lucid Chart Adept at conducting research into project-related issues and products. Must be able to learn, understand and apply new technologies. Support a diverse and inclusive work environment. Required qualifications: 5-10+ years of working experience in project management Demonstrated ability to facilitate all areas of the PM life: Scope/Planning/Execution/Closure and mentor others through the process Proven ability to manage large integrated projects across multiple disciplines Advanced skills with project management software tools, methodologies and best practices Proven ability to complete projects according to outlined scope, budget and timeline Proven ability to solve problems creatively Strong verbal and written communication skills Strong Interpersonal skills and extremely resourceful Excellent analytical skills Exceptional time-management and organizational skills Problem-solving with a keen eye for details PMP or Black Belt certification preferred Experience in strategic planning, risk management and or change management. Financial Acumen Bachelor's Degree in appropriate field of study or equivalent work experience. Desired skills and proficiencies: Budget development and expense controls Coaching and team development Supervision Staffing Process Improvement Planning Performance Management Attention to Detail Analytical proficiency Powered by JazzHR

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