



We are hiring

Would you like to be part of our dynamic, global and growing team? South Pole is an energetic, global company offering comprehensive sustainability solutions and services. South Pole acts today 'for a better tomorrow'. With offices all around the globe, we accelerate the transition to a climate-smart society. Our vision is "Climate Action for All": We inspire and enable our customers to create value from sustainability-related activities.

To further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Project Manager, Carbon projects Colombia (100%) based in Bogotá or Medellín, Colombia

As a part of the Colombian Carbon Tax team, you will deliver all milestones proposed for projects under the Colombian Carbon Tax rules and collaborate with other members of the Projects and Development team. You will design and develop carbon projects in the Forestry and Land Use sector. In addition, you are responsible for developing carbon estimations and delivering high quality products (project documents, monitoring reports and others) and will assist in audit process for the validation and verification of GHG reductions. You will participate in business rounds, technical sessions and other events where needed

Tasks and responsibilities

In a Project Manager role:

- Responsible for the implementation and management of the emission reduction projects which includes leading/drafting feasibility studies and project design documents, validation, monitoring, reporting and verification (MRV) support under different standards (CDM, VERRA and Colombian Standards) among other local and international carbon schemes
- Conduct site visits and travel to project locations whenever needed
- Be a key point of contact and maintain a good relationship with the team members inside the company, project owners, clients, validation and verification bodies, and other counterparts
- Provide technical and business development support with project sourcing
- Negotiation and sign emission reduction agreements with the project owner, and follow up with the internal procedures in our internal project management tool
- Prepare proposal and deliverables and finalise them to the quality required by South Pole and the client
- Define and plan content and structure to support the certification of the project: work plans, work schedules, budgets, and deliverables
- Schedule Technical Reviews and Quality Checks
- Ensure that all collaborators receive ongoing training and that they have the necessary skills and tools to perform their work
- Keep the team members (collaborators) informed of their progress in the project and remind them to stay within the time and budget agreed
- Draft invoices to be approved by the supervisor and sent to accounting for submission to clients
- Managing project owners' accounts in our internal project management tool
- Update proposal/project information in project management tool and ensure all relevant documents are accessible on the drive at any time
- Keep general information, milestones and cash flow in AQ up to date
- Planning and development of site visits and other types of business trips/training



In a collaborator role:

- Support the Project Manager in proposal/deliverable preparation and completion. The nature of the support may be either technical or administrative depending on the mandate
- Ensure assigned tasks are completed on time and within the personal time budget
- Development and coordination of site visit plans

Your profile

- University Degree in Forestry, Agriculture, Natural Resource Management, Sustainability or Climate Change and Carbon Mitigation or related fields
- At least three years of work experience in forestry, sustainability consulting, climate change mitigation/adaptation or related fields
- Ability to manage targets and priorities and develop own goals
- To determine and develop independently the approach to solutions
- Ability to conduct independent analysis of information or data
- Ability to create high quality written documents
- Experience working with communities in Colombia
- Excellent oral and written command of Spanish, advanced level of English

We offer

- Excellent team spirit, work within a large and international team of sustainability passionate professionals
- The opportunity to work with professional experts all around the world
- Be part of a growing and multicultural company in 16 offices worldwide

Please apply

If you are interested in joining a young and international team looking to make a difference to the world we would be happy to hear from you! Please send your cover letter and CV directly through our [website](#). If you have any questions regarding this vacancy, please contact us on jobs@southpole.com.