



### **Job Opportunity at the GHG Management Institute**

Join a dynamic and innovative non-profit organization established to build the professional quality and capacity of people around the world working on climate change and greenhouse gas management.

The Greenhouse Gas Management Institute (GHGMI) was founded in response to the current and future need for qualified professionals to actively reverse climate change. Just as engineering, medicine and financial accounting rely on thoroughly trained professionals; GHG emissions management requires an insightfully competent and ethical professional community to be responsible for measurement, reporting, verification, mitigation, and adaptation efforts. Our **mission** is to build and support a *global community* of experts with the highest standards of professional practice in measuring, accounting for, auditing and managing GHG emissions.

GHGMI was founded in 2007 and today includes staff and faculty around the world. We have over 3,500 alumni across more than 160 countries. The Institute's staff and faculty are unique in their expertise and field experience on climate change and pedagogy and have built an unparalleled capacity building infrastructure on GHG measurement, reporting, and verification (MRV) issues. GHGMI is a U.S. 501 c3 registered charitable non-profit organization.

The Senior Project Director is responsible for successful implementation of an international MRV capacity building project with multiple partner and stakeholder organizations. This project is built upon a cooperative structure that requires institutional investment of partner organizations and government leaders. The Director is responsible for leading all technical and project management aspects of the project, managing relationships across numerous international government ministries and organizations, and overseeing project staff activities. The position is a remote position and requires considerable international travel.

#### **Position Title: Senior Project Director**

Start date: Immediately

Location: Flexible (Remote Office)

#### **Qualifications:**

- Degree in engineering or science is required. A graduate degree is desired.
- At least 5 years of relevant work experience is required, most of which should be experience with greenhouse gas (GHG) inventory and other MRV topics. Knowledge of provincial/state, national, international and voluntary GHG programs, GHG standards and protocols, industry/association GHG quantification guidelines, auditing, and GHG technologies is desired.
- Outstanding English writing ability is essential and required.
- Excellent verbal communication skills and able to represent organization in public venues.
- Excellent English-speaking is required, other languages desired.
- Ability to successfully manage a project remotely.
- Ability to work in a team, to work independently, and to take initiative is required.
- Ability to travel domestically and internationally 20-40% time.

Desired personal characteristics:

- Self-motivated to perform tasks and solve problems.
- Results-oriented with high productivity.
- Excellent organizational abilities.
- Interest to work with a growing organization.
- Friendly personality.
- Highly ethical behaviour.
- Willingness to accept a flexible and virtual working environment.
- Passion for GHGMI's mission and desire in promoting GHG management training and professionalization.

Duties:

- Successfully complete an orientation period to understand GHG Management Institute (GHGMI) mission, system, and training materials.
- Provide leadership and project management for major GHGMI initiatives, including regional MRV hub projects
- Diplomatically liaise with both high level and technical climate policy stakeholders internationally.
- Manage other staff, budgets, and partners.
- Speak and write publicly on behalf of GHGMI's mission and work in a professional and insightful manner.
- Provide thought leadership on carbon management and GHG MRV topics through public communications and research.
- Lead on reports, proposals, and other deliverables.
- Champion and lead the creation of new funded capacity building projects.
- Contribute to strategic planning and development of programming for organization.
- Lead and support projects through the preparation of training materials/courses, both online and in person workshops.
- Instruct courses and training events IPCC Guidelines and other carbon management topics.

Compensation and Benefits:

- Salary: commensurate with experience and qualifications.
- Health insurance: Insurance plan expense allowance provided
- Paid Vacation: 4 weeks/year.
- Sick Days: 6 days/year.

**How to Apply:**

Qualified applicants meeting minimum criteria only. Please send your resume (CV), a writing sample that truthfully represents your own work, and cover letter to: [info@ghginstitute.org](mailto:info@ghginstitute.org)

Applications will be accepted until September 3, 2018. Due to the high volume of inquiries we will respond only to applicants selected for interviews.

<http://www.ghginstitute.org>

Please, no phone calls.