

Position: Stove Program Associate

Location: Kampala, Uganda

About Us:

Impact Carbon's mission is to improve health and the environment in developing countries through clean energy projects that reduce carbon emissions. Impact Carbon generates carbon emission reductions from household energy projects that improve living conditions in the less-developed communities we serve. We leverage the financial returns from these projects to benefit local partners and people.

Typical Impact Carbon projects involve scaling the sales and distribution of efficient appliances such as healthy cookstoves and water treatment devices. Impact Carbon works with investors, project developers, philanthropists, and NGOs to quantify the carbon emissions reduced by our projects and to verify them to rigorous carbon standards.

Impact Carbon's headquarters office is in San Francisco, California with an office in Kampala, Uganda.

Description:**Position Overview:**

Impact Carbon is seeking a Stove Program Associate for our Kampala office. The successful candidate will be a highly ambitious individual who can take initiative on new projects and demonstrate strong leadership. The Stove Program Associate will assist Impact Carbon's clean cookstove project team in operations, administration, and record keeping efforts in Uganda. This position will report to the Uganda Country Manager. Key responsibilities will include:

- Working with our Stove Program Manager to manage relationships with local manufacturing and distribution partners
- Working with current and new manufacturing partners to develop and refine manufacturing, recordkeeping, and financial systems and processes
- Supporting procurement, logistics, and capacity building programs
- Performing administrative tasks such as data entry and document scanning
- Performing regular recordkeeping and financial reporting procedures to ensure proper monitoring and evaluation for carbon verification

Job Responsibilities:

- Assist the Stove Program Manager in the creation of monthly reports and documentation necessary for the carbon verification process, including the following areas:
 - Finance and accounting
 - Manufacturing and materials
 - Production
 - Recordkeeping
- Ensure compliance with carbon guidelines by assisting local manufacturers in capacity building activities and general operations, such as:
 - Materials procurement and/or importation
 - Product quality control

- Increasing capacity and efficiency by identifying and implementing solutions to manufacturing limitations or issues
- Monitoring and evaluation of carbon requirements, including monthly spot checks with an external auditing partner
- Participating in due diligence work to select new partners and technologies; tasks to interviewing and product testing
- Perform administrative tasks for both the carbon verification process and general office needs, such as:
 - Data entry
 - Scanning documents
 - Creating and editing documents
 - Communications including emails and phone calls

Qualifications and Experience:

- Degree in business (accounting, finance or marketing), economics, or industrial relations
- Fluency in both written and spoken English; local language skills highly desirable, specifically Luganda
- 1-3+ years of work experience
- Familiarity with direct sales and marketing and /or program implementation a plus
- Strong business and financial experience with excellent quantitative and analytical skills
- History of managing new and growing programs or substantial client management experience preferred
- Preference given to candidates with experience in monitoring and evaluation, small business development/capacity building, or efficient cookstove specific programming

Desired Skills:

- Excellent time management skills with the ability to meet tight deadlines and multitask
- Experience in clean water initiatives and knowledge of water technology
- Excellent written and oral communication skills
- High level of creativity and the desire to develop new, innovative programs
- Superior relationship management skills and the ability to hold external parties accountable to tight deadlines and regulatory requirements
- Passion for Impact Carbon's programs and mission, including international health, environmental protection, and poverty alleviation

Compensation: Depending on experience.

How to Apply:

Please email a one page cover letter, resume to jobs@impactcarbon.org. Use the subject "Stove Program Associate" in all e-mail correspondence. No phone calls or posted mail applications, please. Applications will be accepted until the position is filled and will be reviewed on a rolling basis.

Impact Carbon is an Equal Opportunity Employer. All persons regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation shall have equal access to positions, limited only by their ability to do the job.