



## Job Description

Functional Title	Officer FCP & Projects	Grade	OG-II to OG-I
Division	Finance	Function	Finance
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Manager Finance	Reporting (Dotted)	-

### Position Summary:

Officer for Forestry & Capital Projects (FCP) & Projects is a role that combines specialized, field-based forestry management with broader administrative, financial, and operational project management. This position typically supports senior management in executing forestry programs, infrastructure improvements, and strategic initiatives.

### Key Responsibilities:

- Operational Forestry & Fieldwork: Managing ecosystem-based forestry programs, including cut block and road layout, site planning, data collection, and logging supervision.
- Project Management & Administration: Developing project plans, schedules, budgets, and resource allocation for forestry and capital projects.
- Planning & Regulatory Compliance: Preparing site plans, harvest plans, and cutting/road permit applications.
- Stakeholder & First Nations Engagement: Managing consultations with public, stakeholder, and First Nations groups.
- Safety & Supervision: Ensuring on-site safety compliance during field operations.
- Financial & Proposal Management: Managing funding proposals, grant applications, and developing economic/stumpage analyses.
- Reporting: Providing progress updates to senior management or the FCP Board, including risk analysis and mitigation strategies.





## **Job Description**

Position Specification(s):

Minimum Qualification	Minimum Bachelors preferably Master
Experience	3-5 years in relevant Experience
Competencies Required:	Proficient with Microsoft Office,

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Employee Name & Signature

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Date:

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Dept. / Div. Head (Sign & Stamp)

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Date:

