



Advertisement:

Head of Implementation

Full-time. Based in London, with up to 25% travel

October 2017



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Head of Implementation, Terms of Reference, 2017**Full-time, Based in London with up to 25% travel.****Who we are:**

Integrity sets the international standard for ethically delivered, expert services in challenging, complex and fragile environments. We work to assist our clients in the international community and the global private sector to transform conflict and build stability, accountability and prosperity. We aim to help our clients succeed in fragile and challenging environments while building trust and giving a voice to local people.

We deliver five key services: programme management and implementation / programme design, monitoring and evaluation / stakeholder engagement / capacity development / research and analysis.

Our services are underpinned by the principles on which the company was founded: an expert understanding of local context, ethical procurement and contracting, and a commitment to high quality work. Through our project delivery we fulfil our mission to build local skills and capacity by investing in sustained and equitable relationships with local partners.

Integrity employs a multinational team of project managers and implementers, thematic and regional experts, researchers, evaluators and analysts with years of experience delivering complex programmes in fragile geographies across Africa, Asia and the Middle East.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of work:

The Head of Implementation will sit within our Services Directorate and lead on approaches and methodologies to programme management and oversight within Directorate Services.

The position will be based in London and includes membership of Integrity's Senior Management Committee. Head of Implementation will report to Integrity's Director Services.

Terms of Reference:**A. Portfolio Management and Delivery (40%)**

- Lead select contracted programmes in governance and/or management capacities as Programme Director and/or as member of programme governance board.
- Lead process of taking programmes where Integrity is preferred bidder to successful contract negotiation and signature. Do so with a high degree of autonomy while ensuring effective coordination with relevant parties across Integrity's four directorates.
- Lead on programmatic responses to strategic risks and opportunities.
- Balance internal and external resource requirements.
- Effectively, empathetically and diligently manage relationships with clients, consortium partners and stakeholders more broadly.
- Be accountable for ensuring programmes are delivered on time, on budget, to high levels of quality and in keeping with Integrity's ethics and ethos, by effectively managing and/or overseeing programme teams.
- Ensure, in close collaboration with Heads Capacity Development and Programmes, as well as Director Services and the broader Senior Services team, an optimally delivered portfolio of contracted programmes.
- Participate in and if necessary lead the Senior Services Forum that coordinates Integrity's Services functions and activities.

B. Design (25%)

- Develop and sustain strong working relationships with key government clients and other relevant accounts.
- Contribute to and lead on technical design of new Integrity opportunities, from identification and pre-positioning to writing and submitting technical proposals.
- Work with the Integrity team to provide constructive quality assurance of technical and commercial offers on selected new programmes and/or bids.
- Contribute to market shaping by constructively engaging with emergent programmes and delivery concepts.

C. Learning (5%)

- Contribute to the strategic development and implementation of Integrity's corporate approach to learning.

D. Staff Management (20%)

- Line manage select Integrity staff and/or corporate consultants at grade levels below SM2.

- Mentor and support colleagues.
- Work with colleagues under line management to develop their careers, contributing to professional advancement, job satisfaction and personnel retention.
- Work with colleagues not under line management to support their professional development in areas of specific expertise or companies.

E. Corporate Management (10%)

- Serves on Integrity's Senior Management Committee (SMC), managing the day-to-day operations and the implementation of the company's strategy.
- Serves on – and intermittently chairs (for periods of 12 months) – Integrity's Resource Committee, coordinating and managing current company resources (directorate budgets and personnel).

Education and Experience:

The candidate will have:

- A Bachelor's degree in a relevant field or equivalent experience.
- At least 12 years' experience working in the development sector, at least 5 of which in a management capacity and at least 2 of which have been in a senior – ideally executive - management position at a private sector development service provider.
- At least 5 years' experience working and delivering development programming in beneficiary countries.
- Experience developing and winning bids directly to donors (i.e. DFID, USAID).
- Experience of having worked directly with donor governments as well as for private sector implementers of donor programming.
- Experience leading on design, delivery and governance of donor programming.

Languages:

- Write and communicate fluently and articulately in English.

Competencies:

The candidate will have/will be able to:

- Flexibility and drive – adapt comfortably and effectively to a variety of situations, turn obstacles into opportunities, and able to work to tight deadlines.
- Client orientation & proactive problem-solving – able to understand clients' needs and translate them into practical solutions.
- Develop and manage relationships with a diplomatic and personable approach.
- Demonstrate strong communication skills – able to communicate clearly and concisely, both verbally and in writing.

- Leadership - works well both independently and in teams.
- Leadership – inspires confidence from colleagues at all levels of the organisation, understanding balance between independence and communication/coordination.
- Company institutional development – contributes to the strategic development of the organisation.
- Develop and deliver projects in a considered and methodical manner.
- Inspiration – drive for change and improvement, not accepting the status quo.
- Work under pressure and to tight deadlines.
- A trusting and empowering approach to mentoring and managing colleagues.
- Personal commitment, flexibility and efficiency.

How to apply:

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

Closing date for applications: **17 November 2017**

Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the UK.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



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