



Advertisement:

Project Manager

Full-Time. Based in London with up to 40% travel.

November 2017



R-ID-059

Project Manager, Terms of Reference, 2017
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Who we are:

Integrity is an international consultancy and ethical service provider working in fragile, conflict-affected and complex environments around the globe.

We help our clients in government, international development and the private sector to succeed in these challenging environments, while building trust with and giving voice to local people. Our access and trust at a community level, combined with our global perspectives, produce powerful recommendations and deliver positive and sustainable change.

Our vision is to set the standard for ethically delivered, expert services in conflict, post-conflict and fragile environments. Through our work we help the international community transform conflict and build stability, accountability and prosperity. We do not advocate, we listen, comprehend and recommend. We implement based on evidence and learning.

Headquartered in London, Integrity operates regional offices in Lebanon, Turkey and Kenya. Our multi-national team of over 50 specialists has extensive experience of delivering complex programmes in fragile geographies across Africa, Asia and the Middle East.

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

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

Scope of work:

Integrity is hiring a Project Manager (PM)¹ to develop and support its growing delivery portfolio. The PM will be based in London, with expectations for travel and with opportunities for relocation. The PM sits within Directorate Services, which holds functional responsibility in the company for project design, delivery and learning.

The PM will focus on high quality project delivery, client relations, proposal development, team management and project financial management. They will work flexibly across Integrity's different services and directorates and will be attracted to a fast-paced working environment.

¹ Internally titled as a Services Manager, Directorate Services.

Terms of reference:**A. Project Management (60%)**

- Responsible for quality delivery, on budget and on time, and for maintaining client satisfaction.
- Ensures adherence to company delivery processes.
- Deputises for the Project Director and Team Leader as required.
- Manages day to day client and consortium contract management.
- Manages internal and external project teams, including senior external consultants, on a day to day basis.
- Plans and manages work flow, including internal resource requests.
- Manages the production of project deliverables, delegating as necessary.
- Manages project level risks, escalating as appropriate.
- Oversees operational and logistical arrangements for the project, as provided by the Operations Team.
- Manages project finances, including:
 - Financial reporting activities with consultant, sub-contractors and suppliers, ensuring timelines for programme invoices and project expenses are met
 - Preparation of project expense reports in line with client and corporate requirements, documenting and storing receipts and invoices in hard and soft copy, and updating relevant trackers on a continuous basis.
 - Preparation of client and company monthly invoicing forecasts, analysing likely labour inputs and project expenses each month.
- Manages learning processes and shares with wider team.
- Manages internal communications to ensure project is linked to the wider company.
- Manages external communications on the project.
- Reports internally on technical and financial performance, plans/forecasts, risks and challenges.
- Approves technical and financial changes to delivery plan (contract/work plan/budget), in line with delegation of authority (recommending upwards to Delivery Sponsor where necessary).
- Ensures quality assurance process is followed.

B. Proposal and Business Development (20%)

- Supports efforts to identify new business opportunities.
- Contributes to the development of bids for new work, including writing technical and commercial proposals.

C. Thought Leadership and Learning (10%)

- Understand, monitor and disseminate new agendas and trends from Integrity delivered projects and from the wider sector.

D. Staff Management (10%)

- Line and performance manage colleagues at officer level and below.

Experience:

- Minimum five (5) years' experience working in the international development and/or consultancy sector.
- Strong project management background, with responsibilities in design and management of work plans, client management and reporting, team management and financial management.
- Working with DFID and/or FCO.

Desirable:

- Experience in governance, conflict, economic development and health.
- Working in FCAS environments.
- Personnel management.
- Experience of security and risk management.
- Software expertise, e.g. Microsoft Excel, Access etc.

Competencies:

| Level 1: Team competencies | Level 2-4: Management competencies |
|---------------------------------------|-------------------------------------|
| 1. Ethics | 1. Analytical and Flexible Thinking |
| 2. Leadership | 2. Achievement Focus |
| 3. Planning and Organising | 3. Managing Resources |
| 4. Development and Continual Learning | 4. Teamwork and Team Leadership |
| 5. Results Focus and Initiative | 5. Customer Orientation |
| 6. Teamwork | 6. Influencing |
| 7. Customer Orientation | 7. Organisational Knowledge |
| 8. Communication | 8. Organisational Alignment |
| 9. Managing Change | 9. Strategic Thinking |
| | 10. Accountability |
| | 11. Developing Talent |

Languages:

- Written and oral fluency in English required.
- French and/or Arabic and/or Spanish and/or Mandarin an advantage.

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: **15 December 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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