



Advertisement:

Business Manager (Maternity Cover)

Full-time. Based in London, UK with up to 50% travel

January 2017





Business Manager ToR 2017

12 month fixed-term contract. Full time. Based in London, UK with up to 50% 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 Business Manager (BM) sits in the Directorate of Business of a dynamic, fast-paced and growing organisation. The BM role offers an experienced development sector professional the chance to lead on Integrity's consultant management and framework agreements, develop business and contribute to business strategy across Integrity's portfolios in Africa, MENA and Asia. In addition, the BM will be responsible for managing key corporate accounts. The successful candidate will also have the chance to engage in marketing and communications functions as part of their duties.

The BM will be managed by Integrity's Director Business and will manage relevant team members within the Directorate. The position is London-based with international travel as required.

A. Consultant Management (45%)

- Manage and further develop company-wide consultant management processes, including recruitment, induction and performance management
- Advise and support staff across the company on planning and executing consultant recruitment and management strategies on both proposals and ongoing project delivery
- Manage Integrity's participation in procurement framework agreements
- Identify and recruit teams for key proposal processes, including advantageous negotiation of fees, roles, level of effort etc.
- Cooperate closely with regional and country offices to build relevant regional benches of consultant profiles
- Lead on and support consultant feedback and performance analysis processes
- Lead and support project-specific consultant CV design and tailoring
- Take ultimate responsibility for the quality assurance of Integrity's online database of consultant records, ensuring it is accurate, up to date, and captures consultant activity company-wide on a real-time basis

B. Business Development (30%)

- Work in close coordination with Director Business to design and deliver Integrity's BD strategy
- Help develop and manage a company-wide BD opportunity pipeline that enables the delivery of company-wide financial targets on a quarterly basis
- Support company-wide prepositioning and proposal development, including competitor mapping, consortium selection, branding and messaging, recruitment and commercial strategy

C. Account Management (15%)

- Coordinate and support key client accounts in London through working closely with the London-based team, in line with Integrity's account management strategy.
- Likewise, coordinate and support key client accounts globally through working closely with the regional heads and country offices.

D. Strategy and Management (10%)

- Make key contributions to company business strategy
- Manage relevant team members in the Directorate
- Oversee, coordinate and quality assure the work of Integrity's Business Officers and Consultants where required

Education and Experience:

The candidate will have:

- Relevant academic or professional qualification
- Minimum three years' professional experience including two years' experience in bid writing or consultant management
- Led proposal processes, including drafting and coordinating inputs
- Experience writing bids for major UK donors, such as DFID and FCO, will be an advantage
- Built successful consortia and facilitated negotiations between proposal or project partners
- Represented organisations with strong brand interests
- Experience managing staff and coordinating staff and consultants across international teams
- Project management experience, preferably in the field, will be an advantage
- A developed network of key industry contacts

Competencies:

The candidate will be able to:

- Write and communicate fluently and articulately in English
- Demonstrate sound financial fluency
- Develop and manage internal and external relationships through a constructive and personable approach
- Influence and win over interlocutors, build consortia and form consensus
- Demonstrate strong communication and leadership skills, an ability to work well independently and in teams
- Work under pressure and to tight deadlines with flexibility, efficiency and good humour
- Demonstrate an ethical approach, personal commitment and strong sense of self

Languages:

- Fluent and articulate spoken and written English a must
- Knowledge of Arabic, French or Swahili desirable



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: **28 February 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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