JOB ADVERTISEMENT

PROJECT ASSISTANT

Full-time staff position based in Washington D.C.

September 2021

INTEGRITY

Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning **/** data and knowledge management **/** research, evidence and analysis **/** advisory **/** project management **/** communications **/** risk management **/** technical assistance **/** capability and capacity development **/** stakeholder engagement **/** grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

Commitment: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

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

Scope of Work

The Project Assistant (PA) will play a varied project and operational support role at Integrity, contributing to the successful delivery of Integrity's services and filling vital support functions for one or more USAID funded projects.

The Project Assistant (PA) will be dedicated to supporting one or more projects and programs, providing operational planning, logistics and administrative support to all aspects of the project cycle (identification, proposal development, teaming, implementation and close-down) including editing and drafting of deliverables. The PA will also contribute to internal business projects and activities within the Services and Operations Teams gaining experience across business functions. This role would particularly suit someone with an interest in developing skills in Project Management, Monitoring, Evaluation & Learning (MEL) platforms, and/or Data Knowledge Management (DKM).

Integrity Research and Consultancy | Registered in England: No. 07321996
Offices: United Kingdom, United States, Jordan, Kenya, Pakistan | Phone: +44 (0) 207 759 1119
Email: info@integrityglobal.com | Website: www.integrityglobal.com | Follow us on

The role will be based in Washington, DC and will report to the Senior Manager, Project Management. They will also work closely with the Operations and Corporate teams, liaising closely with the UK-based Operations team on key issues of operational support.

Terms of Reference

A. Project Delivery Support (90%)

The Project Assistant will work principally to ensure the smooth running of a range of Integrity's USAID projects, by providing support to all aspects of delivery. The number of projects being supported vary in number, size, technical focus, and geography. Tasks may include:

Project Management Support

- **Project Planning**: Maintain a detailed overview of all planned and live project work, timelines and milestones. Coordinate plans across large and decentralised teams.

- **Risk Management**: Actively support risk management, including identification and logging of risks according to company standard operating procedures. Maintain a relevant contextual understanding of projects. Support Due Diligence and vetting procedures.

- **Financial Management**: Support the financial administration of projects, including managing invoicing processes, expenses reconciliation and budget management and reporting.

- **Procurement Planning**: Oversee project-level procurement planning, maintaining visibility of ongoing and upcoming procurements and updating procurement plan as needed. Ensure all procurements follow internal policies and comply with relevant client regulations.

- **Project Design**: Input on project proposals as required, including conducting background research, contributing to proposal risk matrices, and supporting budget design.

Project Delivery

- **Written Deliverables:** Contribute to report drafting, editing and formatting. Quality assurance of select written deliverables. Research support on specific projects.

- **Meetings and Events:** Support scheduling and logistical arrangements for engagement and major events with project stakeholders, across the projects' countries of operation.

- **Knowledge Management:** Maintain project-specific and company-focused digital knowledge management platforms (Podio). Maintaining streamlined and well-organised electronic project folders on SharePoint.

- **Compliance:** Remain up to date on key USAID rules and regulations, especially as relates to procurement, travel, and key personnel, and ensure any necessary approvals and/or waivers have been received. Draft key client documentation, including travel authorization and rate approval requests.

Team Delivery

- **Consultant Management:** Manage consultant contracts, track delivery time and collate timesheets across projects. Liaise with consultants and clients to prepare and process timesheets and invoices.

- **Travel Support:** Ensuring the smooth deployment of staff, consultants and resources through the procurement of flights, visas, letters of entry, consultant deployment checklists, and movement of funds.

Integrity Research and Consultancy | Registered in England: No. 07321996
Offices: United Kingdom, United States, Jordan, Kenya, Pakistan | Phone: +44 (0) 207 759 1119
Email: info@integrityglobal.com | Website: www.integrityglobal.com | Follow us on in

- **Duty of Care:** Provision of operational and duty of care support to deployed project teams, including deployment, check-ins, and recovery management.

B. Operational Support (10%)

Support the operations functions and activities for the US office, including Data & Knowledge Management, security and risk management, operational support and team support:

- Support the design, testing and implementation of internal projects such as new systems, processes and tools.

- Participate in the development and delivery of team and company strategy.

- Support infrastructure tasks such as office relocations.

- Assist the Business Development team with consultant selection, interviewing and relationship management.

- Dedicate 5 working days a year to professional development activities (e.g., receiving training, attending relevant events, achieving relevant qualifications and certifications).

Your Experience and Expertise

The successful candidate will have:

- 0-2 years' experience working with an international organization.

- Excellent verbal and written communication skills.

- Demonstrated ability to work under pressure, adhere to strict deadlines, and balance competing priorities.

- Working knowledge of MS Office, particularly Excel.

You will also:

- Take personal responsibility for the quality and timeliness of work and will achieve results with minimum supervision, maintaining professional accuracy with good attention to detail.

- Be a team player with the ability to build constructive working relationships internally and externally characterised by a high level of acceptance, maturity, cooperation and mutual respect.

- Maintain a flexible approach to tasks, adapting to changing project needs, conditions, and work responsibilities.

It is **desirable** that PA will also:

- Be proficient in USAID regulations, including FAR/ADS and procurement procedures, and contract compliance for US government clients.

- Understand research approaches and methodologies.

- Have experience working in the international development sector and/or fragile and conflict affected settings.

Integrity Research and Consultancy | Registered in England: No. 07321996
Offices: United Kingdom, United States, Jordan, Kenya, Pakistan | Phone: +44 (0) 207 759 1119
Email: info@integrityglobal.com | Website: www.integrityglobal.com | Follow us on

Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- French, Spanish or Arabic to a working proficiency.

Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	
• Ethics	• Teamwork
• Leadership	• Customer Orientation
• Planning and Organizing	• Communication
• Development and Continual Learning	• Managing Change
• Results Focus and Initiative	

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.

The closing date for applications is **10th October 2021**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the US.

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 US data protection laws.

Integrity Research and Consultancy | Registered in England: No. 07321996
Offices: United Kingdom, United States, Jordan, Kenya, Pakistan | Phone: +44 (0) 207 759 1119
Email: info@integrityglobal.com | Website: www.integrityglobal.com | Follow us on