



## **JOB ADVERTISEMENT**

# **SENIOR MANAGER (PROJECT MANAGEMENT)**

Full-time staff position based in Washington D.C. with up to 25-30% travel.

**December 2021**



## 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](http://www.integrityglobal.com).

## How the Senior Manager (Project Management) fits into the Integrity Team

*The Senior Manager (SM) will play a varied technical and management role at Integrity, contributing to the design and delivery of Integrity's services, as well as supporting team management responsibilities. Our US office is growing rapidly and the SM will play an integral role in this exciting chapter, helping develop and implement compliant and effective project management systems, processes, and tools. Drawing on project management and other relevant technical and thematic expertise, they will help win and deliver high quality, commercially viable projects.*

The SM role will sit within the Services Team, which leads the design and delivery of our work.

Responsibilities include: project direction and management, technical delivery, business and proposal

development, and wider institutional learning. The SM will work flexibly across Integrity's different services and teams and be attracted to a fast-paced working environment. The focus of the SM's work will depend on current priorities and may include periods that focus more on either project delivery or business winning.

The SM role will be based in Washington, DC, with regular project-focused travel, and will report to the Head of Programs. They will also work closely with the Business, Corporate and Operations teams.

## Scope of Work

*The SM will be particularly involved in project delivery. They will take on important PM roles on major projects, especially USAID Monitoring Evaluation & Learning (MEL) Platform projects, including resource and work planning, budget management, reporting, systems and tool development and team and client management. They will also support staff management and wider company learning.*

The SM will also support, and sometimes lead, the technical design of bids for clients including USAID. This includes developing appropriate and innovative approaches and methodologies to meet the needs of our clients and writing technical proposals. These proposals will relate to key service offerings, including: MEL; Program and Project Management; Research, Evidence & Analysis; and Data and Knowledge Management. Key thematic areas include: health; fragility and violent conflict; gender and inclusion; climate, natural resources and environment; education; economic development; and governance.

In addition, the SM will also support the consolidation of good practice within the company and take on line management responsibilities for more junior staff members.

## Terms of Reference

### A. Project Delivery (80%)

The SM plays a key role in delivering Integrity's projects, including project direction, management and some technical inputs.

- Support Integrity to deliver its portfolio of projects and relationships on time and to high quality standards through project management and governance roles.
- Ensure projects are delivered on time, on budget, to high levels of quality and in keeping with Integrity's ethics and ethos.
- Design, tailor and implement project management tools and processes.
- Develop and sustain our reputation for high quality, innovative and client- and community-focused work.
- Lead on project responses to strategic risks and opportunities.
- Balance project and company resource requirements.

- Effectively, empathetically and diligently manage relationships with clients, consortium partners, team members and stakeholders more broadly.
- Sometimes perform technical advisory and other roles on contracted projects.

## **B. Technical Design and Business Development (10%)**

The SM plays a key role in designing Integrity's approach to PM - and other relevant services and thematics - through developing approach papers, leading technical proposals, assuring the quality of Integrity's overall approach and representing Integrity externally. They will also support design related to other services and thematics.

- Contribute and sometimes lead the articulation, development and roll-out of approaches and methodologies, in line with Company Strategy.
- Provide internal and external thought leadership on Integrity's technical offering.
- Lead on, and contribute to, the technical design of new Integrity opportunities, from identification and pre-positioning through to submission, negotiation and inception.
- Develop and sustain strong working relationships with key government clients and other relevant accounts.
- Provide constructive quality assurance of technical offers on selected new programs and/or bids.
- Support the growth and/or improvement of our service, thematic and geographic capabilities. In particular, working closely with the Head of Programs and other senior Services staff to improve the PM offer.
- Engage with and influence emerging opportunities and delivery concepts and ensure Integrity's PM offering is responsive to market requirements.
- Lead and/or contribute to internal and external communications on agreed services, thematics and/or geographies.

## **C. Learning (5%)**

The SM supports internal and external learning, particularly on key services, thematics and geographies. This includes building awareness of Integrity's approaches and strengthening the capacity of colleagues to design and deliver to the required standard.

- Support the identification of lessons from across Integrity's portfolio, and beyond, and facilitate lesson-learning across the Team.
- Support the Head of Programs and other senior Services team members to drive cross-project project management good practice, particularly USAID-related, through design and delivery of training modules and other learning events.
- Work with colleagues to support their professional development in areas of specific expertise or companies, including supporting the development of in-house training materials and delivery of training.
- Engage with the wider sector through attendance and participation in external events etc.

**D. Staff Management (5%)**

- Line manage select Integrity staff and/or corporate consultants.
- Work with colleagues under line management to develop their careers, contributing to professional advancement, job satisfaction and personnel retention.

## Your Experience and Expertise

The SM will have:

- 5-10 years' experience working within international development and/or the consultancy sector.
- Proven expertise in the management of complex multi-year projects or activities for USAID, including managing and implementing projects in accordance with approved budget, USAID regulations and procedures, and the specifications determined in the SOW.
- Proficiency in USAID regulations, FAR and ADS and procurement procedures and contract compliance.
- Strong people skills evidenced by client and team management experience, including through Project Manager roles.
- Experience of developing and running effective and efficient project management systems.
- Intermediate level MS Excel.

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

- Have technical experience in MEL and/or thematic experience in fragility and violent conflict, health, gender & social inclusion; climate, natural resources and environment; governance; and/or economic development.
- Have experience working in the international development sector / FCAS environments.
- Experience in deploying to challenging operating contexts to start up new MEL platforms or similar programs for USAID.
- Be an advanced user of relevant project management and other software, including ability to build systems.
- Have experience of different project management methodologies, and relevant accreditation (e.g., PMP, Agile, Lean)
- Experience supporting the pursuit of new business, including competitive bidding.

### Languages:

- Written and oral fluency in English, with excellent communication skills including the ability to write clear and compelling narrative.
- Speak French or Arabic to a working proficiency.

## Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"><li>• Ethics</li><li>• Leadership</li><li>• Planning and Organising</li><li>• Development and Continual Learning</li><li>• Results Focus and Initiative</li><li>• Teamwork</li><li>• Customer Orientation</li><li>• Communication</li><li>• Managing Change</li></ul>	<ul style="list-style-type: none"><li>• Analytical and Flexible Thinking</li><li>• Achievement Focus</li><li>• Managing Resources</li><li>• Teamwork and Team Leadership</li><li>• Customer Orientation</li><li>• Influencing</li><li>• Organisational Knowledge</li><li>• Organisational Alignment</li><li>• Strategic Thinking</li><li>• Accountability</li><li>• Developing Talent</li></ul>

## How to Apply

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

The closing date for applications is **30<sup>th</sup> January 2022**. 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.*