



**JOB ADVERTISEMENT**

# **MANAGER, PROJECT MANAGEMENT**

Full-time staff position based in the UK.

**August 2022**



## 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 Project Manager fits into The Integrity Team

*The Project Manager position is a mid-level project management role at Integrity. You will play a key role in the successful delivery of development projects across a range of thematics.*

The Project Manager (PM) will sit within our Services Team, which leads the design and delivery of our work. The PM plays an essential role on each of our projects. You will establish and implement management structures, track delivery and risks, lead on financial management, and lead on operational risk and duty of care. The PM may also support technical delivery, business and proposal development, and wider institutional learning.

The PM will have opportunities to work flexibly across Integrity's different capabilities, services and teams within a fast-paced working environment. You will work closely with the Corporate Team on contract and financial management and the Operations Team on matters relating to project support,

risk management and duty of care. You will also work with the Business Team to design new projects, manage consultants and build relationships with key partners and institutions.

## Scope of Work

*The Project Manager role is a varied one, with opportunities to design management solutions for complex projects in some of the most difficult operating environments globally.*

You will play a major role in the delivery of contracted projects, requiring technical and project management skills, as well as the ability to liaise effectively with senior stakeholders and team members who are often working in complex and fragile environments. In particular, you will work closely with the client, Project Director, Team Lead and consortium partners to ensure that projects are delivered safely and successfully, as well as on-time and on-budget.

You will also support the technical design of bids for clients including FCDO and USAID. This includes developing appropriate and innovative approaches and methodologies to meet the needs of our clients and written contributions to technical and commercial proposals. Key thematic areas may include governance, economic development, security and justice, fragility and conflict, health and education.

## Terms of Reference

### A. Project Management (80%)

The Project Manager provides project management functions to complex international development and capacity building programmes, ensuring that delivery is high quality, on budget and on time, and for maintains client satisfaction. You will:

- Ensure adherence to company delivery processes.
- Manage day-to-day client and consortium contract management.
- Manage and coordinate internal and external project teams, including senior external consultants, on a day-to-day basis.
- Plan and manage workflow, including internal resource requests.
- Manage the production of project deliverables, delegating as necessary.
- Manage project-level risks, escalating as appropriate.
- Oversee operational, logistical and security & risk arrangements for the project, in partnership with Integrity's Operations Team.
- Manage project finances.
- Manage internal and external communications on the project.
- Ensure quality assurance process is followed.

## **B. Technical Design & Delivery (15%)**

The Project Manager helps drive technical quality across design and delivery of our projects. You will work with colleagues across the company to develop and deliver market leading approaches. You will:

- Engage with the client and senior stakeholders to understand and translate requirements, including through formative project inception phases.
- Provide technical inputs to contracted projects, including (as fits your skill set and experience) the design of institutional capacity building strategies, results frameworks, data collection tools, and technical analysis and report writing.
- Support technical design processes including contributions to technical and commercial proposals.
- Enhance Integrity's approaches and methodologies, with a view to promote innovative practices and position the organisation as practice/thought leader.
- Identify new consultants with the appropriate technical, management and thematic skills to deliver Integrity's growing portfolio of work.
- Support efforts to identify new business opportunities.
- Develop and update thematic and technical brochures that demonstrate Integrity's capacity and expertise for internal and external dissemination.

## **C. Thought Leadership and Learning (5%)**

You will:

- Enhance Integrity's approaches and methodologies, with a view to promoting innovative practices and positioning the organisation as a practice/thought leader.
- Share knowledge gained through project delivery and wider experiences with the internal team.

## **Your Experience and Expertise**

You will have:

- 3-7 years' experience working within international development, international affairs, public policy, and the consultancy sector.
- Experience managing challenging projects, particularly related to international development, evaluation and learning, and institutional capacity building.
- Experience managing teams of staff and consultants.
- Experience of managing significant budgets and resources.
- Competency in using Microsoft Excel.

It is **desirable** that you will also have:

- Thematic experience in governance, conflict, security and justice, economic development, health or education.
- Experience working with international donors including DFID and the FCO (now FCDO), and an understanding of UK government contractual requirements.

- Experience working in FCAS environments.
- An understanding of Qualitative and Quantitative research methods.

### Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- French and/or Arabic language skills desirable.

## 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 [www.integrityglobal.com/apply](http://www.integrityglobal.com/apply) and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **9<sup>th</sup> September 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 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.*