



JOB ADVERTISEMENT

OFFICER, BUSINESS

Full-time staff position based in the US.

January 2023



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 program 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, programs and consulting assignments to a wide range of government clients, international organizations, 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

You will support the US Team in identifying and pursuing new project opportunities, maintaining account management systems and records. Also, assist in managing Integrity's consultant network, support logistical, compliance and contractual processes, and the production of marketing and communications materials. You will primarily report to a Business Manager but will work with the wider global Business Team. The position is Washington, DC, based with international travel as required.

Terms of Reference

The Business Officer role requires a proactive and energetic individual with strong research, writing, negotiation and people skills. The right individual combines the drive to compete for and win large-scale contracts with the emotional intelligence required to work across different teams, geographies and cultures.

A. Business Development (65%)

- Support the delivery of Integrity's Business Development (BD) strategy by working as a core member of the Business Team and coordinating closely with team members in our international offices and with Integrity's Services, Operations, and Finance Teams.
- Help grow and manage a BD pipeline of USAID and other international development donor projects, in line with geographical, thematic, and technical strategies. This enables us to deliver company-wide financial targets on a quarterly basis.
- Identify, scope and upload opportunities, aligned to Integrity's core areas of focus on to our internal knowledge management systems.
- Support identification and management of new accounts, ensuring relevant information is captured accurately on internal databases.
- Support company-wide prepositioning for business opportunities, including competitor mapping, consortium selection and engagement, brand and messaging. Also, teaming and staffing, development of track record documents, financials and compliance documentation. There may be opportunities to specialize in certain regions or thematic areas.
- Support bid managers on specific proposals, including helping with the development of proposal calendars, technical outlines and compliance matrices. Also, careful notetaking on milestone meetings, associated logistics for partnership and teaming arrangements, final compilation, formatting and polishing of proposal submission volumes.
- Support the development of the technical, including writing discrete sections and cost proposals.

B. Bid Recruitment and Bid Consultant Management (10%)

- Help identify and recruit team members for key bid and proposal processes, including but not limited supporting the definition of roles and level of effort.
- Prepare tailored CVs and write-ups for proposed personnel on bids.
- Quality assure the registration of new personnel on Integrity's knowledge management systems.
- Help identify new consultants for Integrity's bid surge support bench, support personnel and consultant management systems, processes and strategy as needed.

C. Marketing and Communication (10%)

- Support the production of corporate marketing materials, including news items for the Integrity website and social media channels.
- Compile and update relevant capability and past performance statements for use in BD and corporate marketing materials.
- Assist in formatting, copy-editing, and publishing/disseminating job advertisements.

D. Other (15%)

- Provide administrative support to Integrity's awarded IDIQ contracts, including tracking and uploading task order opportunities into the system.
- Other research tasks for proposals or projects.

Your Experience and Expertise

The ideal candidate will have:

- Relevant academic or professional qualification, academic background, Bachelors or Masters in International Relations, Economics, Political Science or related field of study.
- At least 1-2 years of work and/or internship experience, with demonstrated interest in the field of international development or related subject areas.
- The desire to work on the business side of the company building relationships and networks.
- The drive to continuously develop from proposal to proposal.
- Demonstrated ability to produce high quality written products, including narrative and persuasive writings and social media postings.
- Curiosity and a keen interest in the subject matter of Integrity's work.
- Excellent time management and attention to detail.
- A team player approach with a positive attitude, willingness to both learn from others and lead others.

Languages

- Written and oral fluency in English to native standard is essential.
- Other relevant and desirable languages are Arabic, French, Spanish, Urdu and Swahili.

Core Competencies

The candidate should demonstrate the following core competencies:

Level 1: Team competencies

- Ethics
- Leadership
- Planning and Organising
- Development and Continual Learning
- Results Focus and Initiative
- Teamwork
- Customer Orientation
- Communication
- Managing Change

The candidate should also demonstrate the following:

- The ability to operate calmly under pressure.
- A considered, methodical, and intelligent approach to problem-solving.
- Clear sense of integrity and respect for others and empathy for cultural diversity, challenges, and environments.
- Work effectively alone and as part of a team to a common goal or outcome.

Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

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, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **31st January 2023**. 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.