

JOB DESCRIPTION – Senior Consultant – Project Management (November 2016)

Company	IMC Worldwide Ltd	
Address:	64-68 London Road Redhill Surrey RH1 1LG	
Job Title:	<i>Senior Consultant- Project Management (Management Services)</i>	
Responsible to:	Principal Consultant Programme Management – Management Services	
The role:	<p>We are looking for an exceptional individual to work in the Management Services team in IMC to deliver external services to our clients, and manage complex projects and programmes.</p> <p>IMC is managing a number of exciting worldwide projects and programmes, including large multi-year and multi- million £ programmes working with multiple partners in many countries. We also have a portfolio of smaller projects with a range of different donors, which tend to have challenging delivery timescales for completion while engaging partners across the globe.</p> <p>IMC is looking for a new in-house Project Manager (PM) to work as part of the growing PMU, to manage one of these large worldwide projects, delivering milestones in time and to budget while managing complex worldwide teams.</p> <p>The PM will take a central role in the project ensuring excellent delivery, maintaining IMC’s excellent reputation for client care and earning the client’s respect for doing so. The project will be just starting so the PM will be key in ensuring the project systems are set up correctly to ensure smooth running going forward, and developing the strong relationship with the client, team leader, and other consultants.</p> <p>The PM will also be supporting the Programme Manager in the delivery of other large programmes within IMC, developing capacity of other staff working on projects, and developing project management systems and processes within IMC.</p>	
Main Responsibilities:	<p><u>Project Management</u></p> <ul style="list-style-type: none"> • Set up and maintain all project-related processes and systems to ensure effective project delivery; • Proactively track project progress and monitor deliverables and milestones; identify issues and alert PD; update budgets and annual work plans; • Liaise with Team Leader and Project Director on regular basis on issues that require his/her advice and ensure excellent project delivery; • Manage project consultants as necessary including contracting, writing ToRs, and performance management; • Team mobilisation – essential coordination and organisation of multiple consultant inputs and in-country logistics. This includes liaison with the admin, regional and project teams to book flights, obtain visas, organise local transport, issue money, and arrange accommodation and drivers for consultants in-country; • Organise and regularly participate in team meetings (weekly on telephone or face-to-face all day workshops) to ensure shared project approach and understanding of progress; 	

- Prepare the Project Procedures Manual, including the local security plan and evacuation plans if necessary;
- Arrange and participate in monthly meeting with the relevant regional team for debrief on project progress and update. If not meeting, then monthly report to Regional Director to be included in board report.

Finances and fund management

- Set up and keep up-to-date financial templates;
- Budget monitoring monthly and financial reporting when required;
- Prepare and manage invoices, timesheets and expenses in a timely manner, and investigate and resolve all issues relating to invoices;
- Track actual project fees, costs and expenses against the budget and report discrepancies along with making recommendations for correction;
- Prepare financial forecasts to be discussed during monthly meetings with the regional team and understand work in progress (WIP) and how that affects the project;
- Set up templates and keep records of the funds (enterprise grants) spent to date, and invoice the client accordingly for the same.

Administration & Contracts

- Issue all documentation required for team and for internal quality and integrity processes;
- Support the preparation of project quarterly or annual reports as required;
- Seek written feedback from the client on the performance of the consultants and their experience of working with IMC at the end of the contract;
- Contracts – negotiate, prepare, and issue sub-consultancy and independent consultant contracts;
- Set up and maintain a consistent project filing system.

Management Services

- Work closely with the other business streams and the regions to target, win and deliver suitable opportunities and make a valuable contribution to IMC's strategic objectives;
- Assist and prepare expressions of interest, pre-qualification documents and technical proposals across the business areas as required. Prepare fee submission documents and in cooperation with the directors conduct fee negotiations;
- Assist in the development of the internal project management systems including the project managers handbook and the PM intranet site;
- Work with the Managements Services team to ensure all quality and integrity systems are in place and are being utilised by all business teams.

Environment:

IMC Worldwide is currently working in more than 25 countries across Africa; South, South East and Central Asia; Eastern Europe; the Middle East; and the Caribbean. The business delivers specialist consulting services to central governments, donor organisations and private sector corporations in developing and transitional countries, in particular in relation to development, management and infrastructure. We work across a diverse range of sectors and disciplines bringing over 50 years' experience of working with government agencies, local authorities and with communities themselves to help address some of the most difficult development problems and barriers to poverty reduction. We work with all of the major international development agencies throughout the world including DFID, EU, EIB, EBRD, World Bank and ADB and are looking to expand our client base in the private sector and with Foundations.

Though our background is in the transport sector we provide a full range of professional consulting services including:

- Disaster Preparedness and Reconstruction

	<ul style="list-style-type: none"> • Organisational Change • Economics and private sector • Project and Programme Management • Environment, energy and climate change • Resource centres and frameworks • Governance and anti-corruption • Road safety • Infrastructure and engineering • Social Development • Monitoring and evaluation • Transport sector policy and planning • Inclusive Growth.
Department Information	<p>You will join the Management Services team working to both grow and deliver the IMC Worldwide Portfolio of work.</p> <p>The working environment is informal and creative, but we are uncompromising on the quality of work we deliver to clients.</p> <p>It is anticipated that the Senior Consultant will typically spend:</p> <ul style="list-style-type: none"> • 60-70% of his/her time fee earning – service delivery and project management; • 10% business development; • 20% development of IMC Internal Improvement Projects; • 10% administration and internal finance. <p>It is anticipated that international travel may be required for this role.</p>
Terms and Conditions:	<p>Salary – Competitive salary depending on experience.</p> <p>Annual Leave – 5 weeks annual leave plus public holidays. The holiday year is 1st January – 31st December.</p> <p>Benefits – 25 days annual leave, plus public holidays. The holiday year is 1st January – 31st December. Buying and selling of annual leave scheme, Private medical insurance, health cash plan scheme, company pension scheme, childcare vouchers, cycle to work scheme. Free refreshments and fruit are supplied, and there is a dress down day every Friday.</p> <p>The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South coast. There is free parking on site dependent upon availability.</p>
Closing date for applications	<p>The closing date for applications is Friday 9 December 2016 at 9am.</p> <p>Please submit your CV and covering letter to recruitment@imcworldwide.com explaining why you are interested in this role and working for IMC, and also the skills and experiences you can bring to the position by Friday 9 December 2016 at 9am. Your covering letter should also include details of 2 referees and your salary expectations.</p>
Interviews	<p>First Interviews are planned to take place Friday 16 December 2016.</p>

PERSON SPECIFICATION: *Senior Consultant – Project Management*

		Essential	Desirable
Qualifications, Understanding & Training:			
	• Degree qualification	X	
	• Project Management Training	X	
	• Finance, Project Finance Management or Excel Training	X	
Experience			
	• Experience of project finance, and/or grant management experience	X	
	• Experience undertaking the financial management of projects	X	
	• Experience of working in a consultancy	X	
	• Experience working with International Donors	X	
	• Experience in developing commercial proposals		X
	• Experience in procurement management		X
Abilities & Skills:			
	• Strong Financial skills	X	
	• Good negotiation skills		X
	• Confidence and enthusiasm	X	
	• Good attention to detail and ability to carry out complex finance, contractual and administrative tasks	X	
	• Excellent project planning skills	X	
	• Excellent organisational skills and the ability to multi-task under tight deadlines	X	
	• Flexible and adaptable with an ability to adapt appropriately within various situations	X	
	• Co-operative and supportive team player	X	
	• Excellent communication skills and willing to assisting in the capacity building of others	X	
	• Excellent written and spoken English	X	
Personal			
	• Self-motivation and pro-active attitude	X	
	• Flexible attitude to meet the needs of the role	X	
	• Commitment to IMC's objectives and values	X	
	• Excellent work ethic	X	