

JOB DESCRIPTION – ASSOCIATE DIRECTOR – ECONOMICS AND FINANCE –August 2016

Company	IMC Worldwide Ltd	
Address:	64-68 London Road Redhill Surrey RH1 1LG United Kingdom	
Job Title:	Associate Director – Economics and Finance - Full Time	
Responsible to:	Senior Technical Director – Economics and Finance	
The role:	<p>As part of continued expansion and consolidation of our Economics and Finance team, we are seeking a committed and ambitious individual to join the team. The successful candidate will be part of an energetic team which is delivering a range of projects across infrastructure economics, public private partnerships and private sector development. The role will include close involvement in both business development activities, project management and the completion of technical inputs to projects, both in the UK and overseas.</p> <p>Key projects being undertaken by the team include:</p> <ul style="list-style-type: none"> • the completion of feasibility studies for infrastructure investment proposals in Nepal and Kazakhstan; • development of a regional road safety strategy for Central Asia for Asian Development Bank; • advising Governments in Philippines, New Zealand and Sierra Leone on the development of PPP projects; • design of an initiative set up by the Australian Government aimed at encouraging private sector innovation in the Pacific; and • running a 2 year programme to build capacity of business mentors in the Caribbean. 	
Main Responsibilities:	<p>Expression of Interest and Proposal Writing:</p> <ul style="list-style-type: none"> • Leading and contributing to the preparation of high quality expressions of interest and proposals/tender documents, as required. • Project management, including technical and financial reporting. <p>Project Work:</p> <ul style="list-style-type: none"> • Provide technical inputs, backstopping and other administrative/project management support, on a wide range of technical assistance and development advisory projects. • Provide economic and financial analysis, including the implementation of data analysis tools, as required. • Contribute to capacity building and PPP sector development projects in a technical role and supervise the work of other consultants to complete defined deliverables. • Manage projects and lead relevant tasks within a project, including supervising the work of others, as appropriate. • Undertake overseas assignments as part of inter-disciplinary teams. The post is likely to involve working abroad for short periods. <p>Business Development:</p> <ul style="list-style-type: none"> • Helping to develop and deliver the IMC Economics and Finance stream’s strategy, including making strategic decisions on the proactive targeting of new business opportunities. 	

	<ul style="list-style-type: none"> • Develop business strategies for non-core areas of work, including alternative project financing, institutional investing and advising Governments on PPP sector issues. • Support the Senior Technical Director, Economics and Finance team and others, as required, in the development of marketing materials, fee proposals and other inputs. • Support the work of IMC Worldwide as a whole, as required.
Environment:	<p>IMC Worldwide is currently working in more than 20 countries across Africa; South, South East and Central Asia; Eastern Europe; the Middle East; and the Caribbean, delivering 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.</p> <p>Though our background is in the transport sector we provide a full range of professional consulting services including:</p> <ul style="list-style-type: none"> • Disaster Preparedness and Reconstruction • 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 team (currently of 7) working to develop and deliver the IMC Economics and Finance strategy; this includes a particular focus on infrastructure economics, public private partnerships and broader private sector development.</p> <p>The working environment is informal and creative, but we are uncompromising on the quality of work we deliver to clients.</p> <p>The role will include regular international travel.</p>
Terms and Conditions:	<p>Salary – £60,000 - £70,000 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 – Private health insurance, Free parking, Buying and selling of annual leave scheme, Health Cash plan scheme, Company pension scheme.</p>
Closing date for applications	<p>The closing date for application is Monday 12 September 2016 at 9am.</p>

PERSON SPECIFICATION: ASSOCIATE DIRECTOR

		Essential	Desirable
Qualifications, Understanding & Training:	<ul style="list-style-type: none"> Degree qualification in economics or finance 	X	
	<ul style="list-style-type: none"> Masters qualification in a related subject 	X	
Experience	<ul style="list-style-type: none"> Experience in economic and financial appraisal of investment proposals in developing countries, or a strong understanding of Public-Private Partnerships (structural, transactional and financial), with experience in an advisory role and/or research capacity 	X	
	<ul style="list-style-type: none"> Significant Business Development experience 	X	
	<ul style="list-style-type: none"> Consulting experience with an international development consulting firm in the provision of advisory/technical assistance for multilateral organisations, donors and/or the private sector 		X
	<ul style="list-style-type: none"> Experience in International Development either through employment or volunteering 	X	
Abilities & Skills:	<ul style="list-style-type: none"> Strong communication skills and experience in client-facing roles 	X	
	<ul style="list-style-type: none"> Confidence and enthusiasm 	X	
	<ul style="list-style-type: none"> Good attention to detail and ability to carry out administrative tasks 	X	
	<ul style="list-style-type: none"> Excellent organisational skills and the ability to multi-task under tight deadlines 	X	
	<ul style="list-style-type: none"> Experienced team leader and mentor for junior staff 		X
	<ul style="list-style-type: none"> Flexible and adaptable with an ability to adapt appropriately within various situations. 	X	
	<ul style="list-style-type: none"> Co-operative and supportive team player 	X	
	<ul style="list-style-type: none"> Ability to speak and communicate effectively with our clients and customers in an additional language 		X
Personal	<ul style="list-style-type: none"> Self-motivation and pro-active attitude 	X	
	<ul style="list-style-type: none"> Willingness to travel internationally 	X	
	<ul style="list-style-type: none"> Flexible attitude to meet the needs of the role 	X	
	<ul style="list-style-type: none"> Commitment to IMC's objectives and values 	X	
	<ul style="list-style-type: none"> Excellent work ethic 	X	