

**JOB DESCRIPTION – Regional Assistant, Worldwide Programmes – AUGUST 2016**

<b>Company</b>	IMC Worldwide Ltd	
<b>Address:</b>	64-68 London Road Redhill Surrey RH1 1LG	
<b>Job Title:</b>	Regional Assistant – Worldwide Programmes	
<b>Responsible to:</b>	Regional Lead – Worldwide Programmes	
<b>The role:</b>	The Worldwide Regional team is expanding and taking on larger and more challenging global projects with demanding clients. We are now looking to recruit a <b>Regional Assistant (Worldwide)</b> to help to grow our portfolio and manage our global projects and programmes.	
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Working with IMC’s technical business area teams to identify global opportunities;</li> <li>• In cooperation with the Regional Lead - planning, identifying and mobilising the resources needed for the regional business development and project operations;</li> <li>• Coordinating and producing project Expressions of Interest (EOIs) and proposals to a high standard and to tight deadlines;</li> <li>• Working with the team to support the negotiation proposal budgets and consultant fee rates with partner firms and consultants, and preparing financial proposals;</li> <li>• Coordinating and administering the day to day marketing, business development and project implementation operations in the region. This includes the pipeline of opportunities, project and business development reporting, invoicing, chasing debtors, contracting, logistics, resolving difficulties, project support, etc.;</li> <li>• Working with the team to support the financial management of projects, including controlling budgets, managing expenditure, invoicing and payments;</li> <li>• Support to the regional team to ensure business practices are adhered to across the entire business (bid approval procedures, business integrity &amp; code of ethics, quality/H&amp;S/Security standard, etc.)</li> <li>• Knowledge Management, maintain project data on Evolution (IMC’s internal opportunity tracker tool) for all worldwide projects and working with the communications team to promote our projects and experience.</li> <li>• Research in support of the development of the Worldwide Regional Strategy</li> <li>• Communicating with and developing relationships with partner firms, senior international specialists, and development partner representatives</li> <li>• Pulling together reports, final editing including headers and footers, tables and figure numbers, organising annexes, converting to PDF and stitching together component parts</li> <li>• Increasing IMC’s specialist consultant CV pool</li> <li>• Maintaining business development, CV and project reference databases</li> <li>• Providing support to the Worldwide team and across the company as needed</li> </ul>	
<b>Environment:</b>	<p>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.</p> <p>Though our background is in the transport sector we provide a full range of professional consulting services</p>	

	<p>including:</p> <ul style="list-style-type: none"> <li>• Disaster Preparedness and Reconstruction</li> <li>• Organisational Change</li> <li>• Economics and private sector</li> <li>• Project and Programme Management</li> <li>• Environment, energy and climate change</li> <li>• Resource centres and frameworks</li> <li>• Governance and anti-corruption</li> <li>• Road safety</li> <li>• Infrastructure and engineering</li> <li>• Social Development</li> <li>• Monitoring and evaluation</li> <li>• Transport sector policy and planning</li> <li>• Inclusive Growth.</li> </ul>
<p><b>Department Information</b></p>	<p>You will join the Worldwide Regional team 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 Regional Assistant will typically spend:</p> <ul style="list-style-type: none"> <li>• 45% business development;</li> <li>• 45% project administration and support;</li> <li>• 10% administration and internal finance.</li> </ul>
<p><b>Terms and Conditions:</b></p>	<p><b>Hours of work</b> – This role is a full time position and basic working hours are 37.5 per week.</p> <p><b>Location</b> – The role is based in the IMC Redhill office, working from home is also possible and subject to prior agreement with the Regional Lead.</p> <p><b>Salary</b> – Depending on experience</p> <p><b>Annual Leave</b> – 5 weeks annual leave plus public holidays. The holiday year is 1<sup>st</sup> January – 31<sup>st</sup> December.</p> <p><b>Benefits</b> – Buying and selling of annual leave scheme, Health Cash plan scheme, Life Assurance Scheme, Company pension scheme and cycle to work scheme. Free refreshments and fruit are also supplied and there is a dress down day every Friday. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability.</p>
<p><b>Application Details</b></p>	<p>Please submit your CV and covering letter explaining why you are interested in this role and working for IMC, and also the skills and experiences you can bring to the role by Friday 30 September 2016. Your covering letter should also include details of 3 referees and your salary expectations.</p> <p>Interviews are planned for the week of 10th October 2016; please advise in your covering letter if you are unable to attend an interview during this week.</p>

**PERSON SPECIFICATION: *Regional Assistant Worldwide***

		Essential	Desirable
<b>Qualifications, Understanding &amp; Training:</b>			
	• Degree qualification	X	
	• Project Management Training		x
	• Finance, Project Finance Management or Excel Training	X	
<b>Experience</b>			
	• 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
<b>Abilities &amp; Skills:</b>			
	• 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	
	• Willing to assist in the capacity building of others	X	
	• Excellent written and verbal communication skills	X	
<b>Personal</b>			
	• 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	