

JOB DESCRIPTION – ASSOCIATE DIRECTOR – Monitoring and Evaluation – April 2017

Company:	IMC Worldwide Ltd	
Address:	64-68 London Road Redhill Surrey RH1 1LG United Kingdom	
Job title:	Associate Director – Monitoring and Evaluation - Full Time	
Responsible to:	Senior Technical Director/Business Stream Leader– Monitoring and Evaluation	
The role:	<p>To keep up with the growing business, we are looking for an exceptional individual as Associate Director in the Monitoring and Evaluation Business Stream at IMC Worldwide. The role will include close involvement in business development activities, project management and fee earning and none fee earning technical inputs on projects in the UK and overseas. You will support the Senior Technical Director/Business Stream Leader in leading, further developing and growing the MEL business.</p> <p>Current projects are</p> <ul style="list-style-type: none"> • Global Evaluation Framework 2 • Compass • Rapid Performance Review of the DFID MESH Programme • Evaluation Manager for Making All Voices Count http://www.imcworldwide.com/project/africa-asia-evaluation-manager-for-making-all-voices-count/ • Independent Evaluation and Verification of the End Child Marriage Programme http://www.imcworldwide.com/project/ethiopia-independent-evaluation-verification-of-the-end-child-marriage-programme/ • Impact Evaluation of a DFID Programme of Access to Justice in South Sudan (now finished) http://www.imcworldwide.com/project/south-sudan-impact-evaluation-dfid-access-to-justice-programme/ • Study (Macro Evaluation) of Regional Approaches http://www.imcworldwide.com/project/africa-regional-macro-evaluation-of-regional-approaches/ • Monitoring, evaluation and research partner for Moving Energy Initiative • Evaluation of Sudan Free of Female Genital Cutting Programme http://www.imcworldwide.com/project/sudan-evaluation-of-the-dfid-sudan-free-of-female-genital-cutting-programme/ 	

	<ul style="list-style-type: none"> • Research and Regional Network on VAWG in South Asia http://www.imcworldwide.com/project/south-asia-researching-violence-against-women-and-girls-vawg/ • Mid-Term and End-Term Performance Evaluation What Works to Prevent Violence Programme • Improving Understanding of Complementary Basic Education in Ghana • Mozambique WASH Imp • Monitoring and Evaluation Services for BRACE II S Sudan • Performance Evaluation of OFDA/USAID DRR Programming in Nepal http://www.imcworldwide.com/project/nepal-evaluating-usaids-ofda-disaster-risk-reduction-programming/
<p>Main responsibilities:</p>	<p>The MEL Associate Director will:</p> <ul style="list-style-type: none"> • Act within the powers of their role, leading by example and following IMC ethics and company values • Serve in the capacity of Associate Director of the Company, perform the duties and exercise the powers and function which from time to time may reasonably be assigned to or vested in him/her • Promote the success of the Company for the benefit of its members as a whole, paying due regard in decision making to: likely long term consequences; employees' interests; the need to foster relationships with suppliers, customers and others; the impact of operations on the community and the environment; the need to maintain high standards of business conduct and to act fairly between members of the Company • Exercise reasonable skill, care and judgement • Assist with growing the Company's business in the Business Steam • Oversee the successful delivery of portfolio of projects • Prepare in co-operation with the Senior Technical Director, a costed strategy to grow the business stream and implement this strategy. • In co-operation with the Senior Technical Director prepare an annual budget with performance targets for the stream • With the Business Steam Director identify, select and appoint suitable staff to grow the business in line with the strategic objectives and opportunities • Work with the Regions and other business streams to ensure that the right resources and capacity is in place to deliver the portfolio and business stream strategy • Deputise for the Senior Technical Director in their absence • Cultivate and manage client relationships and selected strategic partner firms • Maintain a cycle of business development activities including the identification and cultivation of potential clients, market research, preparing marketing strategies and plans, marketing visits, presentations, attendance at conferences and seminars, delivering and publishing papers and generally maintaining for the Company a high profile presence in the market • Develop working relationships within IMC to develop a portfolio of services to public and private sector clients • Oversee, assist and prepare expressions of interest, pre-qualification documents and proposals for opportunities and prepare fee submission documents • Lead business wide business improvement initiatives or business support or compliance function as required

	<p>It is anticipated that the Associate Director will typically spend 20-40% of their time fee earning, 30-40% on business development and 30-40% project support, administration and finance. Between 30 and 90 days per annum will be spent overseas on Company business.</p>
<p>Environment:</p>	<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. <p>For the latest IMC annual review visit http://www.imcworldwide.com/wp-content/uploads/2016/03/IMC-Annual-Review-2015.pdf</p>
<p>Department information:</p>	<p>You will be based in the highly effective MEL team and support the Senior Technical Director in leading, growing and delivering the IMC Worldwide Portfolio of work. The team has grown rapidly over the last three years and has given IMC a highly regarded reputation in the field of Monitoring, Evaluation and Learning.</p> <p>The team currently consists of 13 members of staff and is involved in a wide range of MEL activities: design and delivery of MEL frameworks and standalone programme evaluations (theory based, quasi experimental and mixed methods approaches).</p> <p>We are seeking an Associate Director with MEL credentials in a range of technical areas. IMC are at the forefront of methodological development in a number of emergent fields and the preferred candidate will be encouraged to contribute to IMC's thought leadership in these areas.</p> <p>The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients.</p>

Terms and conditions:	<p>Salary – Competitive salary depending on experience.</p> <p>Annual leave – 25 days annual leave plus public holidays. The holiday year is 1st January – 31st December.</p> <p>Benefits – Buying and selling of annual leave scheme, health cash plan scheme, health insurance scheme, Company pension scheme, cycle to work scheme, life assurance, free parking (limited spaces). IMC also provide free refreshments and fruit.</p> <p>There is also a non-contractual bonus system payable annually depending on performance. We are also close to Redhill railway station with easy links to London, Gatwick and the South Coast.</p>
Closing date for applications	The closing date for application is Monday 5 June 2017 at 9am

PERSON SPECIFICATION: ASSOCIATE DIRECTOR - MONITORING AND EVALUATION

		Essential	Desirable
Qualifications, understanding & training:			
	• Degree qualification	X	
	• Masters qualification		X
	• Evidence of continuous Learning and Development	X	
Experience:			
	• Experience of working in International Development	X	
	• Experience of successfully leading International Development Programmes	X	
	• Experience of Leading a team of people at a programme management level	X	
	• Experience of managing large projects	X	
	• Experience of working in a consultancy	X	
	• Experience of preparing budgets and plans	X	
	• Experience working with international donors	X	
	• Experience in developing commercial proposals	X	
	• Experience in procurement management	X	
	• Experience of high level negotiation	X	
Abilities & skills:			
	• Excellent Leadership and influencing skills	X	
	• Excellent negotiation skills	X	
	• Confidence and enthusiasm to lead and inspire	X	
	• Excellent team work skills	X	
	• Good attention to detail	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	
	• Ability to solve complex problems	X	
	• Ability to coach and mentor others and build capacity	X	
	• Driven and determined	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, ethics, values and Equalities and Diversity Policy	X	
	• Excellent work ethic and leads by example	X	