

**JOB DESCRIPTION – OPERATIONS MANAGER -SENIOR/PRINCIPAL CONSULTANT — SCRП Central Project Management Unit
MAY 2017**

Company:	IMC Worldwide Ltd	
Address:	64-68 London Road Redhill Surrey RH1 1LG	
Job title:	Operations Manager - Senior/Principal Consultant Level – Schools Construction & Rehabilitation Programme in KP & Punjab (SCRП) - (Based in Islamabad, Pakistan)	
Responsible to:	Team Leader (SCRП) and Project Director (South and South East Asia Regional Director)	
The role:	<p>We are looking for an exceptional individual to join the SCRП Central Project Management Unit (CPMU) at IMC Worldwide, and who shares our passion for development and improving the lives of others.</p> <p>The candidate will be immediately mobilised to work on the Schools Construction and Rehabilitation Programme which is running in Khyber Pakhtunkhwa and Punjab (SCRП). SCRП is being implemented by IMC Worldwide and is working on behalf of DFID (Department of International Development/UKAID) and DFAT (Department of Foreign Affairs and Trade of Australia), with the Governments of Khyber Pakhtunkhwa and Punjab to provide additional infrastructure and missing facilities to existing school compounds across both provinces. In certain case, SCRП is also rehabilitating existing schools components. The programme is scheduled to run until 2018 and possibly on until 2020. The total budget allocated for this project is £184 million. Further information on the programme can be found here http://humqadam.pk/about-us/.</p> <p>The candidate will be based at the Project Headquarters in Islamabad although travel to the provinces may be required subject to the security situation.</p> <p>This project provides the platform for a Consultant to play a key part in supporting the project team to tackle daily programme challenges and build on opportunities to ensure success. The work requires coordination and interaction with a wide range of stakeholders including the Project Heads of Department, Team Leader, Deputy Team Leader, DFID, Visa office, Project Managers from other DFID programmes etc.</p>	
Main responsibilities:	<ul style="list-style-type: none"> • Customer Relationship Management: support the TL and DTL in liaison with DFID relating to operational issues; support the TL and DTL in managing internal relationships with department heads and management staff at the Provincial and District level; Support the TL and DTL in managing external relationships. • Team Management: provide day to day management of the HR, admin, and IT staff members ensuring that each department within operations is meeting its performance targets and Key Performance Indicators; assisting the management team to deal with all emerging priority issues relating to operations. • Operations Management: responsible for overseeing IMCs value for money responsibilities; IT management; HR management (including recruitment) and Administrative Management and generally ensuring that operation policies for the operation functions are in place, appropriate and compliant with the law in Pakistan, and adhered to. • Reporting: managing the preparation of progress reports for Head Office in UK and flagging any issues for early resolution; supporting in the production of quarterly reports for the Client 	

Environment:	<p>IMC Worldwide is currently working in more than 20 countries across Africa; South, South East and Central Asia; Eastern Europe and the Middle East, 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>
Department information:	<p>You will join the SCRP Central Project Management Unit (CPMU). The CPMU is responsible for the overall management of the programme and liaison with key central stakeholders. The following teams sit within the CPMU – audit, human resources, administration, IT, security, finance and programme management. The working environment is informal and creative, but we are uncompromising on the quality of work we deliver to clients. The role may require travel to the UK and within Pakistan subject to the prevailing security situation.</p>
Terms and conditions:	<p>Location - Project Headquarters- Islamabad, although travel to the provinces may be required subject to the security situation.</p> <p>Salary –Competitive salary and benefits package</p> <p>Annual leave –To be agreed in Letter of Assignment</p> <p>There is also a non-contractual bonus system payable annually depending on performance.</p>
Closing date for applications:	<p>Please submit your CV and covering letter to recruitment@imcworldwide.com explaining clearly why you are interested in this role and working for IMC, the skills and experiences you can bring to it, and how your experience meets the person specification.</p> <p>The closing date for applications is Monday 5th June 2017 at 5pm. Your covering letter should also include your salary expectations. (First interviews will be held w/c Monday 12th June 2017).</p>

PERSON SPECIFICATION: OPERATIONS MANAGER -SENIOR/PRINCIPAL CONSULTANT — SCRP Central Project Management Unit

		<i>Essential</i>	<i>Desirable</i>	
Qualifications, understanding & training:	<ul style="list-style-type: none"> Degree qualification 	X		
	<ul style="list-style-type: none"> Masters qualification in a related subject 		X	
Experience :	<ul style="list-style-type: none"> Proven track record in this field 	X		
	<ul style="list-style-type: none"> Business Development experience 	X		
	<ul style="list-style-type: none"> Provision of consultancy services in a recognised international development consultancy 	X		
	<ul style="list-style-type: none"> Previous experience in the preparation of donor-funded project tenders and proposals 	X		
	<ul style="list-style-type: none"> International development experience, including in a developing country context particularly Africa or South Asia 	X		
	<ul style="list-style-type: none"> Significant programme/project management experience 	X		
Abilities & skills:	<ul style="list-style-type: none"> Strong interpersonal skills 	X		
	<ul style="list-style-type: none"> Innovative flair 	X		
	<ul style="list-style-type: none"> Good negotiation skills 	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 project planning skills 	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"> 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"> Excellent verbal and written communication skills 	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, ethics, values and Equalities and Diversity Policy 		X		
	<ul style="list-style-type: none"> Excellent work ethic 	X		