



Assistant – Europe, Central Asia, Middle East and North Africa (ECAMENA)

Responsible to:
Regional Associate Director– ECAMENA

The Role

We are recruiting world class talent.
Come and join us.

Do you want the opportunity to work with a committed and talented team who work hard and deliver outstanding results?

The Europe, Central Asia, Middle East and North Africa (ECAMENA) team is expanding. To keep up with the growing business, we are looking for an exceptional individual to join the team.

The role will include supporting the region with business development activities, international project administration as well as general administration for the region.

You will provide support to the Regional Associate Director and Regional Assistant Manager in leading, developing and growing the Europe, Central Asia, Middle East and North Africa region.

Main responsibilities

- In cooperation with the Regional Lead - provide support in the regional business development and project operations
- Coordinate and produce project Expressions of Interest (EOIs) and proposals to a high standard and to tight deadlines
- Work with the team to support the negotiation proposal budgets and consultant fee rates with

partner firms and consultants, and preparing financial proposals

- Work with the team to support the financial management of projects, including support on controlling budgets, managing expenditure, invoicing and payments
- Coordinate and administer 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.
- Support the regional team to ensure business practices are adhered to across the entire business
- Knowledge Management - maintain project data on CRM system for all regional projects and working with the communications team to promote our projects and experience through various channels
- Research in support of the development of the regional pipeline and strategy
- Communicate with and develop relationships with partner firms, international specialists, and development partner representatives
- Assist with report preparation
- Maintain business development, CV and project reference databases
- Providing support to the Regional team and across the company as needed
- Meet the [quality standards](#) of the company and of the development partners, our Clients
- Meet the high ethical standards of the company as directed by the [IMC policies](#) related, but not limited to: Business Ethics, Anti-Harassment & Bullying, Safeguarding, Anti-Slavery and Human trafficking and Data Protection

Team Environment

You will join the small and friendly Europe, Central Asia, Middle East and North Africa Regional team to both grow and deliver the IMC Portfolio of work.

The team currently consists of a team of 3; Regional Director, Regional Associate Director and Assistant Regional Manager.

The working environment is creative, but we are uncompromising on the quality of work we deliver to clients. It is anticipated that the Regional Assistant will typically spend the following time on work areas:

- 50% business development;
- 40% project management support;
- 10% administration and internal finance.

To learn more about our recent projects, major highlights and achievements [click here](#) to read our 2017 Annual Review.

Hours of work – This role is a full-time position and basic working hours are 37.5 per week.

Salary – Competitive salary depending on experience.

Annual leave – 25 days annual leave plus 8 public holidays.

The holiday year is 1st January – 31st December

Benefits – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.

Location – 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 available on site depending on availability

Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects if and when required. For this role, some national and international travel may be required to work with colleagues and partners

**Closing date: Friday
16 November 2018**

**Applications will be
reviewed on an on-going
basis, it is recommended
you apply as soon as
possible**

PERSON SPECIFICATION: UK based Regional Assistant Consultant – ECAMENA

	Essential	Desirable
Qualifications, understanding & training:		
Degree qualification	X	
Master's degree		X
Project management training		X
Finance, project finance management or Excel training		X
Knowledge of Russian would be an advantage		X
Knowledge of any of the regional languages		X
Experience:		
Experience undertaking the financial management of projects		X
Experience of working in a consultancy		X
Experience of working in international development		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	
Good 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 written and verbal communication skills	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	

IMC Competency Framework: UK based Regional Assistant Consultant – ECAMENA

Competency	D	I	A	S
IMC values and ethics	X			
Business insight	X			
Bid and project management	X			
Technical/area specialisation	X			
Relationship management and working with others	X			
Leadership and resilience	X			
Impact and influence	X			
Decision making/ planning and organising	X			
Results orientation and continuous Improvement	X			
Financial and commercial awareness	X			

Key:

D – Developing

I – Independence

A – Accomplished

S – Senior Management Level