



Project Procurement Officer

IMC Grade: Senior Consultant

Responsible to: Commercial Manager – Project Management Unit (PMU)

[Click here](#) to subscribe to IMC's newsletter and receive our latest updates in your inbox



The Role

We are looking for a dynamic and ambitious individual to bring a commercial competence within our growing Project Management Unit (PMU). The successful applicant will be instrumental to the successful delivery of many of our flagship contracts and will support the development of a company-wide standard for, and approach to, procurement.

IMC Worldwide successfully manages a live portfolio of over a hundred projects, all at various stages of the project lifecycle. Procuring third party services that deliver value for money for our clients is critical to our success.

We are increasingly procuring various services under our projects, where we publicly tender for discrete pieces of work. We are also implementing innovation competitions including the assessment and selection of projects for funding. We envisage this role working across multiple projects and assisting with the development and implementation of procurement policies and procedures.

The role will sit within the PMU and, due to the commercial nature of procurement, report to the Commercial Manager, but will work across the organisation with the Contract Manager, Project Managers, Regional teams and Business Streams to enhance and strengthen our approach to procurement.

The successful candidate will bring demonstrable experience across a procurement lifecycle in:

- carrying out donor-funded procurement activities
- preparing terms of reference
- launching and managing procurement tenders including evaluation and negotiation, to award of contract and contract management stages
- developing project procurement policy and procedure documents
- preparing and maintaining procurement plans
- drafting and maintaining procurement templates including notices, bidding documents, evaluation documents, and supply contracts

Main responsibilities

The scale and scope of projects and procurements will be diverse and the requests for support will be equally varied.

The main responsibilities of the role will be as follows:

- Develop a robust corporate approach to procurement by documenting procedures that are transparent, delivers value for money for our Clients and is based on best practice
- Deliver training modules to colleagues as part of the PMU Project Management Training Programme
- 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, Equal opportunities, Anti-Harassment & Bullying, Safeguarding, Anti-Slavery and Human trafficking and Data Protection

Project specific activities may include, but will not be limited to:

- Manage procurement exercises from launch through to contracting including communication with bidders
- Work with the Technical Team Lead(s) to prepare Terms of Reference for research projects;
- Responsible for management, including regular review and update if required, of the project Procurement Policy and Procedure document and ensuring that all procurement activities are carried out in accordance with this document
- Responsible for the development, management and maintenance of project procurement templates;
- Prepare terms of reference for projects; Interest notices and requests for proposals or other tender documents
- Appoint evaluation panels and oversee their activities as a non-voting supervisor
- Key point of contact for other procurement initiatives including grant funded innovation competitions,

It is expected that, initially, the candidate will be heavily immersed in [the High-Volume Transport \(HVT\) programme](#) as Procurement Lead working closely with the Technical and Research teams to implement the planned framework of research for the programme.

Team Environment

The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients.

The PMU is a growing and lively team of committed individuals and the successful candidate will be able to immediately join the team and demonstrate an openness and collaborative approach.

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. Full Time working hours are 37.5 per week

Salary – depending upon experience
There is also a non-contractual bonus system payable annually depending on performance

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

Annual leave – 25 days annual leave 8 plus public holidays. The holiday year is 1st January – 31st December

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 subject to 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

THE CLOSING DATE FOR APPLICATIONS IS SUNDAY 6 JANUARY 2019

PERSON SPECIFICATION: Project Procurement Officer

	Essential	Desirable
Qualifications, understanding & training:		
Formal procurement qualification such as CIPS Diploma (minimum)	X	
Degree qualification		X
Training in Project Management, Creating Networks; Effective Communications		X
Experience:		
Hands-on experience carrying out donor-funded procurement activities	X	
Experienced in preparing and maintaining procurement plans as well as managing and updating procurement templates	X	
Experience of working in international development and/or with Government/donor partner procurement regulations and processes	X	
Understanding of how to manage grant funded innovation competitions		X
Experience on DFID and/or other funded programmes is preferable		X
Experience in low-income countries		X
Experience of working in a process support function, ideally in a consultancy	X	
Experience in collating technical and commercial inputs from diverse sources with a demonstrable capability to create a clear and coordinated output/message	X	
Experience working in project management		X
Abilities & skills		
Excellent organisational skills and the ability to multi-task under tight deadlines	X	
Good attention to detail and ability to carry out finance, contractual and administrative tasks with discretion and exceptional accuracy	X	
Excellent written and verbal communication skills	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Strong analytical skills	X	
Good planning skills	X	
Confidence and enthusiasm	X	
Co-operative and supportive team player	X	
Personal:		
Close attention to detail and ability to articulate guidelines and changes clearly and effectively	X	
Neat and logical approach to working	X	
Excellent and open work ethic and ability to prioritise effectively	X	
Approachable and open to new ideas and suggestions	X	

IMC Competency Framework: Project Procurement Officer

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