



Graduate International Development Role

IMC Grade:

Assistant Consultant/Consultant level

Responsible to:

Your immediate manager will be the Associate Director - Frameworks. You will also report to the Director of Frameworks.

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

Are you a recent Graduate with an interest in International Development?

Do you want to develop a career in International Development and are interested in a variety of topics and regions?

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

The IMC Frameworks Team bid for and manage projects across the globe, on behalf of all the main donors and in various thematic areas including (but not limited to):

- Economics & Finance
- Water & Sanitation
- Climate & Sustainability
- Urban & Resilient Development
- Trade & Investment
- Inclusive Growth
- Highways & Transportation

This is a fast-paced role with quick turnaround times and is a great opportunity for you to work on projects from proposal stage through to project completion.

The Team is looking for committed and ambitious individuals to join us and help grow our frameworks business.

Main responsibilities

Project Proposals:

- Working with IMC's framework team you will identify business development opportunities and work on the preparation of tenders

- Horizon scanning for future opportunities and responding to Terms of Reference for potential projects
- Producing project proposals to a high standard and to tight deadlines
- Negotiating proposal budgets and consultant fee rates with partner firms and consultants, and preparing financial proposals

Project Management:

- Managing projects and teams, including managing technical back-stopping and quality assurance of project reporting to clients
- Financial management of projects, including controlling budgets, managing expenditure, invoicing and payments
- Communicating with and managing relationships with senior international specialists, development partner representatives and high-level government officials

Business Development:

- Increasing IMC's specialist consultant CV pool
- Maintaining business development, CV and project reference databases
- Meet the [quality standards](#) of the company and our Clients
- Meet the high ethical standards of the company as directed by [IMC policies](#). These include: Business Ethics, Anti-Harassment & Bullying, Safeguarding, Anti-Slavery and Human Trafficking and Data Protection among others

Team Environment

You will join the Frameworks team to both grow and deliver the IMC Worldwide portfolio of work.

The team currently consists of nine hardworking individuals across different grades and levels.

There are clear opportunities for promotion and progression within the team.

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

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

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

PERSON SPECIFICATION: Frameworks Assistant Consultant/Consultant

	Essential	Desirable
Qualifications, understanding & training:		
Degree qualification	X	
Master's degree		X
Experience:		
Experience of working/studying in the international development sector	X	
Experience in a business development role within international development		X
Experience in leading the preparation of donor-funded project tenders and proposals		X
Strong interest in and good knowledge and understanding of international development cooperation	X	
Experience of working with DFID, EC, EIB, EBRD, USAID and MCC		X
Abilities & skills		
Excellent planning, management and organisational skills, with ability to multi-task under tight deadlines	X	
Strong communication, interpersonal and negotiation skills	X	
Good numeracy skills	X	
Good attention to detail	X	
Ability to multi task	X	
Co-operative and supportive team player	X	
Excellent written and verbal communication skills	X	
Additional language skills		X
Personal:		
Self-motivation and pro-active attitude	X	
Confidence and enthusiasm	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	X	

IMC Competency Framework: Frameworks Assistant Consultant/Consultant

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 and 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