



Project Managers

Project Management Unit

IMC Grade:

Consultant x2
Senior Consultant x1

Responsible to: Contracts and QMS Manager

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The closing date for applications is Monday 18 February 2019.

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



The Role

Do you like to bring order to support progress? Do you understand time and cost benefits that are associated with strong Project Management? – If so, we would like to hear from you!

The PMU is looking to recruit ambitious individuals to support our amazing team of highly experienced and Senior Project Managers and assist them to introduce innovation and efficiency through best practice project management tools and techniques across various individual projects and larger programmes, both internally and directly provided to external clients.

This will require excellent project delivery, maintaining IMC's recognised and award-winning reputation for client care and earning the client's respect for doing so in an efficient and professional manner.

IMC Worldwide successfully manages a live portfolio of over a hundred projects, all at various stages of the project lifecycle. The PMU's Project Managers are required to work independently and within teams on complex multi-year, multi-location and multi-sector programmes as well as some exciting, small and niche projects and programmes.

You will need to be able to demonstrate clear interest and skills in project and financial management and be prepared to confidently contribute to innovative thinking as a benefit offered to IMC and our clients. As a team, the PMU acts with integrity and in total support of all IMC Corporate values and we do so with a smile on our faces in a highly positive and collaborative environment – especially at times of high intensity and pressure.

Main responsibilities

Your prime responsibility will be effective project management to successfully deliver projects in the IMC portfolio on time and within budget. You may be

required to work with multiple projects across multiple teams and will therefore need to demonstrate an ability to effectively prioritise tasks and requests.

This will include but not be limited to:

- managing projects throughout the entire project life cycle, from start-up to closure;
- building and working with project teams and establishing clear team roles and responsibilities, Terms of Reference and lines of communication;
- establishing and maintaining appropriate project specific financial and contractual procedures;
- identifying, mitigating, managing and reporting on risks and issues including conflicts of interest;
- managing all project / programme resources
- manage budgets through recording monthly project financial tracking and regular accurate forecasting and reporting of financial positions internally and externally to clients;
- ensuring the corporate CRM knowledge management system is kept up-to-date;
- assist with the capacity building and management of junior PMU staff as required;
- mentoring and supporting other Project Managers within other IMC teams as required;
- Supporting business streams in business development as necessary.
- contract and mobilise staff, individual consultants and sub-contractors including drafting of Terms of Reference, where necessary supported by a Project Coordinator or Project Administrator to complete the necessary paperwork, permissions and processes;
- regularly communicate with different (sometimes strong) personalities across projects and will manage relationships with senior and specialist colleagues and subcontractors; industry representatives and Government clients.
- organise and participate in internal and external meetings – face-to-face; skype or by telephone.
- participate in maintaining the PMU Intranet site and the PMU Training programme to ensure they both remain relevant, current and interesting.
- support the PMU to develop and create exceptional fee-earning Project proposals that create new revenue streams for IMC Worldwide, from externally contracted project management.
- 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

You will be prepared to provide whatever support is required by IMC to ensure success and become a champion for the benefits of sound Project Management techniques.

IMC Worldwide continues to grow its portfolio of contracts breaking into new regions and thematic areas. Key priorities over the coming years will be to:

- continue our excellent work with DFID (and potentially other Donors) to respond to their developing Code of Conduct and expectations of suppliers such as IMC Worldwide;
- develop financial propositions for new clients such as the Foreign & Commonwealth Office and our work around the new Prosperity Fund;
- build our relationships with IFI's, Bilateral and Multilateral donors and Philanthropic organisations;
- grow our network of partners internationally, maintaining our excellent reputation as a partner of choice.

Team Environment

The PMU is a rapidly expanding, multi-disciplinary and lively team of committed individuals and the successful candidate will be able to immediately join the team, demonstrating openness and a collaborative approach and will work closely with all PMU team members.

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

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, it is anticipated that national and international travel may be required to work with colleagues and partners. You may be asked to complete the PRINCE2 foundation course during your employment.

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.

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

Salary – depending on experience

There is also a non-contractual bonus system payable annually depending on performance.

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, cycle to work scheme and season ticket loan scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.

PERSON SPECIFICATION: Project Managers - PMU

	Essential	Desirable
Qualifications, understanding & training:		
Strong understanding of Project Management including Project Finances	X	
Degree qualification		X
Training in Project Management, Finance or Excel training	X	
Experience:		
Experience of project finance, and/or grant management experience	X	
Experience of contract negotiation, contract management or contract issuance		X
Experience of working in a process support function, ideally in a consultancy		X
Experience in developing and coordinating commercial proposals		X
Experience in project management	X	
Experience undertaking the financial management of projects	X	
Experience of working in international development and/or with Governments		X
Experience working in procurement 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
Strong project planning skills		X
Confidence and enthusiasm	X	
Co-operative and supportive team player	X	
Excellent communication skills and willing to assisting in the capacity building of others	X	
Excellent written and spoken English	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 with flexible attitude to working being open to new ideas and suggestions	X	

PERSON SPECIFICATION: Project Managers - PMU

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

Key:

D – Developing

I – Independence

A – Accomplished

S – Senior Management Level