



## Regional Assistant Consultant – Africa & Caribbean

Responsible to:  
Regional Associate Director

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### The Role

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

Do you have an interest in International Development? Do you want the opportunity to work with a committed and talented team who work hard and deliver outstanding results? If so, we would like to hear from you!

We are winning larger and more challenging global projects and need a committed and ambitious individual to join us and help us to continue growing our business.

You will be joining a small and friendly team within IMC and will provide support with business development and project coordination activities. There will also be opportunities to travel within the region.

As well as helping us grow the business, we will help you grow in confidence and skill and knowledge base.

### Main responsibilities

- Work with IMC's technical business area teams to identify opportunities in the Africa & Caribbean region
- In cooperation with the Regional Associate Director - plan, identify and mobilise the resources needed for 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 of proposal budgets and consultant fee rates with partner firms and consultants, and prepare financial proposals

- Support the team to ensure 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.
- Work with the team to support the financial management of projects, including controlling budgets, managing expenditure, invoicing and payments
- Support to the Regional team to ensure business practices are adhered to across the entire business (bid approval procedures, business integrity & code of ethics, quality/H&S/Security standard, etc.)
- Maintain project data on IMC's internal opportunity tracker tool for all projects and work with the communications team to promote our projects and experience
- Carry out research in support of the development of the Regional Strategy
- Communicate with and develop relationships with partner firms, senior international specialists, and development partner representatives
- Pull together reports, final editing including headers and footers, tables and figure numbers, organising annexes, converting to PDF and stitching together component parts
- Increase IMC's specialist consultant CV pool
- Maintain business development, CV and project reference databases
- Manage projects and support on project tasks, under guidance from the Region and Project Managers, to ensure delivery to the highest standards expected by IMC and our clients
- Provide 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, Equal opportunities, Anti-Harassment & Bullying, Safeguarding, Anti-Slavery and Human trafficking and Data Protection

## Team Environment

You will join the Africa and Caribbean Regional team to both grow and deliver the IMC portfolio of work.

The Regional Assistant Consultant will typically spend the following time on work areas:

- 55% business development
- 35% project management, administration & support
- 10% administration and internal finance

The working environment is friendly, informal and creative, and we work hard to deliver only the best quality of work to our clients.

**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

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

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

**Closing date for applications is 19 April 2019**

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

## PERSON SPECIFICATION: Regional Assistant Consultant– Africa & Caribbean

	Essential	Desirable
<b>Qualifications, understanding &amp; training:</b>		
Degree qualification	X	
Master's degree		X
Project management training		X
Finance, project finance management or Excel training	X	
<b>Experience:</b>		
Experience of project finance, and/or grant management experience		X
Experience undertaking the financial management of projects		X
Experience of working in a consultancy	X	
Experience of working in international development	X	
Experience working with International donors		X
Experience in developing commercial proposals		X
Experience in procurement management		X
<b>Abilities &amp; skills</b>		
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	
<b>Personal:</b>		
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: Regional Assistant Consultant– Africa & Caribbean

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*