



# Project Manager

## (with Procurement focus) – Project Management Unit

**IMC Grade:**  
Consultant/Senior Consultant

**Responsible to:**  
Operations Manager – Project Management Unit (PMU)

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### 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!**

We are looking to recruit an ambitious individual to join our team of highly experienced Senior Project Managers and assist them to introduce innovation and efficiency through best practice project management tools and techniques across various projects and programmes, both internally and directly to external clients.

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

This Project Management role requires specific expertise in procurement within Development Aid. The candidate will have at least two years demonstrable experience in managing competitive bid processes to ensure IMC secures value for money in the procurement of specialist skills and services.

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.

## Main responsibilities

Your primary responsibilities will be two-fold;

1. Effective project management to successfully deliver projects in the IMC portfolio on time and within budget.
2. Develop the role as the procurement focal point providing expert advice across the company as well as directly managing competitive procurement processes within the PMU.

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, 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;
- Managing budgets through recording monthly project financial tracking and regular accurate forecasting and reporting of financial positions internally and externally to clients;
- 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;
- Carrying out donor-funded activities procuring diverse and specialist services;
- Preparing terms of reference;
- Launching and managing procurement tenders including evaluation and negotiation;
- Awarding contracts and contract management stages as well as managing unsuccessful bidders;
- Developing project procurement policy and procedure documents;
- Drafting and maintaining procurement templates including notices, bidding documents, evaluation documents, and supply contracts;
- Capacity building throughout the company on procurement best practice.

In addition to the above you will:

- 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

Finally – you will be prepared to provide additional support as required by IMC to ensure success and become a champion for the benefits of sound Project Management techniques.

## Team Environment

The PMU is a multi-disciplinary and lively team of committed individuals who demonstrate openness and a collaborative approach.

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.

The working environment is friendly, informal and creative, but we are uncompromising on the quality of work we deliver to clients. In return for your hard work, you will have the opportunity to develop your skills and grow with the business.

**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.

There will be the requirement to travel overseas with this role on a regular basis.

**Salary** – Competitive salary depending on experience.

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

**Benefits** – Buying and selling of annual leave, health cash plan, life assurance, company contributory pension 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  
Friday 5 July 2019 at 9am**

## PERSON SPECIFICATION: Project Manager – Project Management Unit

	Essential	Desirable
<b>Qualifications, understanding &amp; training:</b>		
Strong understanding of Project Management including Project Finances	X	
Degree qualification		X
Training in Project Management, Finance or Excel training	X	
<b>Experience:</b>		
Experience of project finance, and/or grant management	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
<b>Abilities &amp; skills</b>		
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	
Ability to manage multiple projects across multiple teams and an ability to effectively prioritise tasks and requests	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	
<b>Personal:</b>		
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	

## IMC Competency Framework: Project Manager - Project Management Unit

Competency	D Consultant	I Senior Consultant	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 and 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*