



Business Development/ Project Manager ECAMENA Regional Team

IMC Grade:

Consultant/Senior Consultant

Responsible to:

Regional Manager

Terms:

Full time - hybrid working

Based in Redhill, Surrey, UK

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

IMC Worldwide is a leading consultancy in International Development. We support low- and middle-income countries in economic, political, social and environmental development. We help people around the world live more independent, healthy, prosperous and safe lives.

The Role

The Regional Business Development/Project Manager will work in a team managing business winning and project delivery across the ECAMENA (Europe, Central Asia, Middle East, North Africa) region. This will require sound business development and project delivery knowledge and skills, contributing to IMC's recognised and award-winning reputation for client, consultant and partner care, and earning their respect for doing so in an efficient and professional manner.

The region team is looking to increase the team's capacity to target, win and successfully implement a variety of projects, ranging from complex multi-year, multi- location and multi-sector programmes to small, niche projects and programmes in the region.

The Business Development/Project Manager will be able to demonstrate clear interest and skills in business winning, project and financial management. Across the business, the Business Development/Regional Project Manager will work with integrity and in total support of all IMC Corporate values.

Main responsibilities

Your primary responsibility will relate to business development and project management activities contributing to the region team successfully securing and delivering projects in the IMC portfolio on time and within budget.

You may be required to work on multiple projects across multiple teams and will therefore need to demonstrate an ability to effectively prioritise tasks and requests.

Responsibilities will include but not be limited to:

- working with ECAMENA team and other IMC staff in preparation of tenders for projects
- helping to prepare financial proposals
- identifying and recruiting and managing appropriate experts for bid and project teams
- managing projects throughout entire project life cycle, from bidding phase to closure
- maintaining appropriate project specific financial and contractual procedures
- managing budgets through project financial tracking, forecasting and reporting of financial positions internally and externally
- ensuring corporate CRM knowledge management system is kept up to date
- communicating with, managing and developing relationships with partner firms, senior international specialists and development partner and donor representatives
- 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
- Overseas trips on projects whether for business development or for project management purposes or for project technical or support inputs when necessary

Team Environment

You will be joining a small and friendly regional team, reporting to the Regional Manager. 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.

How to apply

Please submit your CV and covering letter to recruitment@imcworldwide.com explaining clearly why you are interested in this role and working for IMC, the skills and experiences you can bring to it, and how your experience meets the person specification. Your covering letter should also include your salary expectations.

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

What we can offer you:

Hours of work – This role is a full-time position of 37.5 hours per week.

Location – Our UK office is based in Redhill which is a short walk from the train station. There is free parking available on site depending on availability with some charging points available.

Hybrid Working - Employee wellbeing is of utmost importance to us. We offer the flexibility to work between home and the office (6 days in the office required per month). We support “flex from first” and are happy to talk more about flexible working and any particular requirements at interview.

Travel - Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects when required and when safe to do so. This role would entail occasional travel overseas

Salary – Competitive salary depending on experience.

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

Other Benefits – Buying and selling of annual leave, employee assistance programme, wellbeing portal, health cash plan, life assurance, private medical insurance, company contributory pension and cycle to work scheme, enhanced family friendly benefits, reimbursement of a professional membership subscription, professional development assistance, learning and development opportunities, study leave, and company sickness protection insurance.

PERSON SPECIFICATION: Business Development/Project Manager (Consultant/Senior Consultant) - ECAMENA Regional Team

	Essential	Desirable
Qualifications, understanding & training:		
Good understanding of Project Management including Project Finances		X
Degree qualification	X	
Experience:		
Prior Experience working in international development sector	X	
Experience working in Business Development role		X
Experience working in ECAMENA region countries		X
Experience working on preparation of project tenders and proposals		X
Strong interest in and knowledge of international development		X
Experience project managing international development projects	X	
Experience working with donors such as EC, EIB, EBRD, ADB, World Bank, DFID/FCDO		X
Experience in working on commercial proposals in tenders		X
Experience undertaking the financial management of projects		X
Abilities & skills:		
Proficiency in Microsoft Office programs		X
Language capabilities relevant to ECAMENA region		X
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 Experience working in international development sector	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 assist in development of others	X	
Personal:		
Self-motivated, driven and determined	X	
Commitment to IMC's objectives, ethics, values and Equalities and Diversity policy	X	
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: Business Development/Project Manager (Consultant/Senior Consultant) - ECAMENA Regional Team

Competency	D	I	A	S
	Consultant	Senior Consultant		
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