

Project Manager

FHI 360 UK are the wholly owned subsidiary of FHI 360, an international NGO specialising in human development programmes globally and headquartered in Durham, North Carolina, USA. In early 2018, FHI 360 commenced substantive efforts to enter the UK Aid market culminating in acquiring a UK firm (Konung International Ltd) in 2020. This acquisition also brought technical skills and experience in governance, political economy analysis and public financial management.

FHI 360 UK currently has a UK based team and is seeking an additional Project Manager (PM) role based in London with elements of travel when required. The role will directly report to the Finance and Operations Director. The position plays a fundamental role in FHI 360 UK's operating model, working with the Project Directors to manage the successful delivery of projects, and aid the business development processes for winning new work. There will also be opportunities to input into technical delivery, across the organisation's global business portfolio.

The balance between project management, business development and technical delivery will vary depending on the company's needs and the individuals experience, however we expect the bulk of the PM's efforts to be focused on project management. Therefore, experience in one or more international development technical areas is valued, but not essential.

Project Management

The main function of the job will be the management and timely delivery of contracted projects. This includes all elements of project coordination, administration and financial management. The role demands good planning and budgeting skills and the ability to communicate effectively with freelance consultants and sub-contractors. Project management will require mixed lines of reporting to the Project Director, FHI 360 UK's Senior Technical Director and Finance Director. Specific duties will include:

- Working with the Project Director to establish the correct tools and templates are in place for specific projects.
- Coordinating project team activities, and escalating issues to the Project Director and Team Leader if required.
- Liaising with the client on contractual matters, and preparing project management reports as required.
- Ensuring project KPI's are met, and escalating risks to the Project Director and Finance Director as they arise.

- Ensuring all contracts are up to date and accurate, including drafting contracts for sub contractors and reviewing client contracts.
- Developing terms of reference for and identifying and contracting consultants, including agreeing fee rates with consultants.
- Managing the operational and tactical aspects of multiple projects in a matrix environment.
- Ensuring milestones are met.
- Arranging project team travel and ensuring all appropriate security precautions are in place.
- Reviewing subcontractor invoices, including timesheets and receipts for expenses to ensure they comply with client contracts.
- Responsible for updating project budgets and updating forecasts to ensure they are accurate.
- Preparing project expense reports for submission (via invoices) to the client.
- Input into company financial forecasts for existing projects.
- Raise financial issues with the Project Director and Finance Director as soon as they arise.
- Any other project related work that may arise (in agreement with the Project Director).

Business Development

The PM will play a key part in business development process, this includes scoping new business opportunities, providing analysis and recommendations to if and how the company should pursue the opportunity, tracking their development and establishing a strong position for a successful bid. The position will involve taking a lead in managing successful technical and financial proposals. This will require the ability to lead in the assembly and management of technical teams who can deliver these approaches effectively. Additionally the role:

- Manages or supports the delivery of a compliant, competitive proposal to the client on time.
- Oversees the entire proposal process, making sure that every member of the proposal team, including sub- and prime contractors, knows what is expected of him/her and when tasks are due.
- Where possible oversees and quality assures technical inputs into bids.
- Creates the proposal schedule and keeps track of proposal progress (technical and business).
- Ensures proposals receive appropriate review(s).
- Ensure compliance with ITT.
- Communicates changes or new information to the entire team.

In addition to work on bids, general business development activities include ensuring SalesForce records and BD pipeline information is up to date, representing FHI 360 UK at events and before clients, producing and contributing to marketing materials including technically focused materials and capability statements, and contributing to communications and awareness efforts around FHI 360 UK activities, technical capabilities, work product and achievements.

Technical Delivery

Where appropriate, you will provide technical expertise in furtherance of project delivery.

This may include:

- Working on or providing technical deliverables on projects managed by the PM.
- Discreet technical inputs on other FHI 360 UK or FHI 360 projects, where agreed.
- Technical inputs on research and other stand-alone projects.
- Technical inputs into bids and other business development outputs.

Knowledge and Skills

Knowledge of proposal management and international development are essential as is understanding of project management and compliance in a UK government context. You will have strong diagnostic, analytical and problem solving skills as well as the ability to influence others of the benefits/importance of an idea or plan of action and to gain their support or commitment. You will possess report, policy and document writing skills as well as budget, finance and forecasting skills.

You will have a general understanding of the external environment and how it affects the industry including political, legal, environmental, financial and social influences. You will be informed about current developments in area of technical area and possess the ability to exchange information, present recommendations and collaborate with colleagues and peers within the organization and possibly externally.

Experience

Considerable experience in international development, especially for the UK Aid market. Further technical experience in monitoring & evaluation, governance, economics, law, education, health, behavioral, or social sciences or related field is highly beneficial. Candidates should be up to date on best practice in their technical areas, proven ability to manage projects, set realistic priorities, and plan for the successful implementation of activities. Experience in monitoring and evaluation would be an advantage.

Education

Bachelor's Degree required, a Master's or other higher degree, or equivalent combination of education and work experience in relevant technical competency area, is preferred.

Working with us

Salary in the range of £30k to £45k depending on experience, and a generous benefits package.

This is a full-time role, with at least 3 days per week in FHI 360 UK's central London office (London Victoria).

Travel requirements dependent on projects, but potentially up to 50%.

Equal Employment Opportunity

FHI 360 UK embraces diversity and promotes equal opportunities and access for all.

We celebrate our differences and value one another – understanding that each person is an individual with visible and non-visible differences. Therefore, we welcome and encourage applications from everyone regardless of age, gender, ethnicity, disability, religion, sexual orientation, or gender identification

Selection will be on merit. Persons with disabilities are encouraged to apply. Only shortlisted applicants will be contacted.

How to Apply

Please forward your CV to **hr-1@fhi360uk.com** subject heading UK Project Manager with a brief cover letter.

Applicants should be eligible to live and work in the UK.

Applications closing date: 15 March 2023 with interviews taking place from week commencing 20 March 2023.