

## Project Executive Markets, Enterprise and Trade Division

### About us

Landell Mills is an international consultancy providing a range of development and cooperation-oriented services that assist countries and their peoples attain the Sustainable Development Goals. We have been in business for nearly fifty years and are active globally. We work with private and public sector clients on assignments lasting from a few days to several years. Our work is ordinarily financed by public agencies, such as the EU, the World Bank, various UN agencies, the Development Banks, the Millennium Challenge Fund, the UK FCDO and the German GiZ.

We provide multi-disciplinary services in project design; project management; fund/grant management; technical advisory services; institutional strengthening; and training and capacity building.

Landell Mills has specialist divisions in the following areas:

- Agriculture, fisheries, food security and nutrition
- Environment, water, climate change and disaster risk reduction
- Markets, enterprise and trade
- Policy dialogue, regional integration and governance
- Higher, tertiary and vocational education and training
- Framework contract management
- Monitoring, evaluation and learning
- Communications

We have fifty staff based in offices in the UK (Trowbridge and Bristol) and Ireland (Dublin) and operate from a small number of subsidiary, branch and project offices in Belgium, Africa and Asia.

The **Markets, Enterprise and Trade (MET) Division** seeks to promote economic and business development with a strong focus on sustainable trade and investments, inclusive growth and decent work, and women's economic empowerment, maximising impact and long-term change for people. Our work predominantly covers the following inter-related sub-sectors: investment climate and business enabling environment reform, trade facilitation and trade promotion, market systems support, green economy, and gender equity and social inclusion in trade. Some examples of our current MET portfolio include strategic contracts for the EU (DG INTPA), such as the Europe Africa Business Forum Facility, and for the UNDP in Malawi with the Green Economic Transition Facility.

### About the role

Due to recent business development success on EU-funded framework contracts (FWCs), Landell Mills leads a consortium on Lot 7 of Services for EU's External Action (SEA), which covers private sector development and trade. We are therefore looking to recruit a **Project Executive** to support the MET Division. The FWC will deliver individual assignments defined and contracted through specific contracts, using short-term expertise often mobilised at short notice.

In this busy and varied role, the Project Executive will support the Division in its acquisition and implementation of specific contracts under SEA Lot 7 and across the MET division portfolio. The Project Executive will be involved in both project management and business development, with a focus on the areas of economic analysis, investment climate, private sector development, trade, and employment and labour standards.

*Please see below for full details of the duties and responsibilities of this role.*

## About you

We are looking for a business orientated and numerate individual who can demonstrate the ability to deliver both new business and attain financial targets on existing contracts. You will have experience of undertaking market research and subsequent promotion for business opportunities.

You will be educated to degree level in a relevant subject area (for example economics, development studies) and ideally have had some experience in managing donor-funded project contracts and preparing client proposals.

Fluency in both spoken and written English is essential, and French language skills would also be an advantage.

We welcome applications from candidates who currently hold the right to work in the UK or Ireland.

*A more detailed person specification can be found below.*

## What we offer

- A full-time position (36.25 hours per week) within a company with highly developed expertise and experience.
- A competitive salary – commensurate with experience.
- A matched workplace pension scheme (if engaged as a UK employee).
- 24 days of holiday per year, exclusive of public holiday entitlement, rising with years of service.
- Enhanced family leave entitlements.

Non-contractual benefits include: flexible working provisions, an annual performance related bonus scheme, personal travel insurance, a holiday buy and sell scheme, and access to a health advice service for you and your immediate family members, including online private GP consultations.

## Where you will work

The position will be based either in **Ireland (Dublin)** or the **UK (Trowbridge, Wiltshire)**. In the UK, there is also the option to work at our Bristol office. We operate a hybrid work from home/office culture, but we would expect the chosen candidate to have considerable day-to-day in person contact with both the MET Division team and the FWC Division team. Overseas travel will be an integral part of the job.

## How to apply

Please submit your CV and accompanying cover letter explaining why you wish to be considered for this position via our website. The deadline for applications is midnight on Friday 4<sup>th</sup> April. We would encourage applicants to apply early, as shortlisting will be a continuous process whilst the vacancy is open.

## Duties and responsibilities

- Prepare technical and financial proposals for commercially viable requests for services within the above SEA Lot 7:
  - This will require fact-finding (on-line and through networking and research) to understand the context and needs of new requests.
  - Preparation of technical proposals requires an analytical mind-set – assessing the needs of the project and context; identifying an evidence-base to justify proposed interventions including assessing the theory of change; and based on the market research, develop a proposal outlining the work plan and costs to undertake activities, and identify how best to market Landell Mills and the expert team to win the opportunity.
  - Sourcing experts (using the company database, the internet, networking, headhunting, etc.) for assignments within the above Lot 7, and evaluating CVs for the consortium as a whole for Lot 7.
  - This will require close and effective collaboration with the FWC Division team to coordinate tenders' preparation.
  - Negotiating competitive budgets for each specific request
- Manage the SEA Lot 7 project portfolio, including **the Public Engagement for Investment Climate Project in Tanzania**:
  - This will include preparing consultant contracts, organising logistics (flights, visas, security arrangements) for projects (with the support of an administrator), as well as day to day financial management, implementation follow-up and quality control of outputs.
  - Monitoring and follow up on progress of project activities with the in-country team, and discussions with senior staff regarding possible changes to the implementation approach to reflect changing client requirements or expectations.
  - Represent Landell Mills at client review meetings, briefing and debriefing meetings, etc.
- Manage part of the current and future project portfolio which will initially include the World Bank funded **Skills Voucher Programme in Bangladesh** for which Landell Mills is the fund manager. This project provides matching grants to Economic Zones tenants in a number of key sectors, for investments in training and skills development programmes for their employees and potential employees. Tasks include:
  - Check grant agreements before they are signed
  - Potentially approving grant disbursement payments
  - Coordination of communication and visibility activities (e.g. online events, webpage, social media)
  - Supporting recruitment and mobilisation of national and international experts
  - Budgeting and approval of monthly accounts.
  - Quality control of quarterly and annual reports and related invoices
  - Coordination with the team, local partner and clients
  - Attending and presenting at client review meetings
  - Other *ad hoc* overall backstopping support

This description is a brief synopsis of the role and is not designed to be restrictive. Depending on your skills and experience, and the current portfolio, you may focus on one aspect more than another.

In doing the above, you will be expected to contribute positively to the company's profitable portfolio of work and its reputation for successful project acquisition and implementation. You will also be expected to contribute to internal knowledge sharing and communication and liaise and collaborate with all the other technical and cross-cutting divisions at Landell Mills, in particular our internal Framework Contract Division. You will be joining an existing team of four. You will report to the Manager of the Markets, Enterprise and Trade Division.

## Person specification

Skills/abilities	Attributes
An enthusiasm for providing international consulting services with an ability to travel extensively to manage a portfolio of work and develop new business	Essential
Business orientated and numerate, with proven ability in or the potential to deliver both new business and attain financial targets on existing contracts	Essential
Good communication skills, comfortable and experienced in representing the company in front of senior client and beneficiary staff	Essential
A team player, who is motivated and flexible	Essential
Excellent organisational skills, with the ability to work to a high standard, prioritise multiple tasks and meet deadlines	Essential
Perfect fluency in English with an ability to write concisely and convey technical information in an easily readable and convincing manner	Essential
Fully computer literate (e.g. Word, Excel, SharePoint)	Essential
French language ability will be an advantage, although not mandatory	Desirable
<b>Qualifications and experience</b>	
A graduate degree in a relevant field, e.g. economics, development studies, trade, politics, etc.	Essential
Experience in undertaking market research and subsequent promotion for business opportunities	Essential
Some experience in managing and delivering donor-funded project contracts, preferably in the area of markets, enterprise and trade development	Desirable
Experience in the research, preparation, and submission of proposals to clients will be an advantage	Desirable
Experience with framework contract request development and project management	Desirable