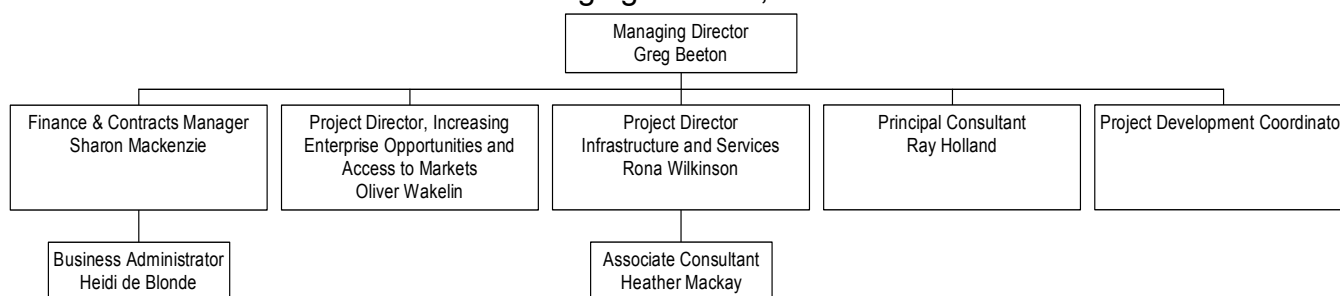




JOB SPECIFICATION

JOB TITLE: Project Development Coordinator
UNIT: Intermediate Technology Consultants (ITC)
GRADE: C (Indicative)
RESPONSIBLE TO: Managing Director, ITC



JOB PURPOSE

To respond to identified research and consultancy opportunities through the preparation and timely delivery of well-researched expressions of interest and proposals, which are of a high quality and comprised of international consultancy teams.

To support consultancy teams through research, logistics, report delivery, production of editorial articles and follow-up of further work opportunities identified.

To contribute to the development of ITC's marketing and strategic direction, in its two main areas of: Infrastructure Services for Poor Communities and Facilitating Access to Markets for Poor Producers.

To manage and administer specific consultancy contracts.

JOB FUNCTIONS AND RESPONSIBILITIES

Responsible to Managing Director of ITC for:

The development of ITC as a profitable company through the preparation of, winning expressions of interest/ proposals, articles for publication and follow-up of further consultancy opportunities.

Duties will include but are not limited to:

- Responding to opportunities to tender for research and consultancy projects advertised by the leading development agencies (World Bank, DFID, EU, etc) and by developing country governments in Africa, Asia and Latin America.
- Undertake desk research, liaise with partner firms and clients and assemble teams of international consultants to enable the writing of high quality expressions of interest and project proposals.
- Supporting project teams through research, work planning, logistics and ensuring the timely delivery of quality reports as required by the clients.
- Identifying opportunities within contracts for follow-on work with existing and new clients.
- Authoring and editing articles for publication based on a synthesis of contract material.
- To manage and administer specific consultancy contracts within time/ workload constraints.
- Contribute to the smooth running of ITC through the development of improved systems.

There may be some limited opportunities for overseas travel.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Excellent writing, research, analytical and synthesizing skills, able to produce coherent and persuasive documents.
- Graduate in relevant subject – technical, social science, business, and economics.
- Ability to relate to policy and technical specialisms.
- Attention to detail and ability to meet deadlines.
- Contract management skills from project design, implementation and completion would be an advantage..
- A client-focused attitude and an understanding of marketing principles and practice.
- Good interpersonal skills and confident communicator.
- Financial understanding
- Computer literate
- An understanding of the world of development cooperation and experience of working in a developing country would be an advantage.

KEY COMPETENCES

Teamwork: Works co-operatively with others as opposed to working separately. Is aware of issues that may affect the work of others. Shares ideas and information to find the best way.

Planning and Organising: Is able to plan and organise effectively. Is able to build alternative actions into plans. Reviews priorities. Is able to gather and deploy resources effectively.

Managing Relationships: Seeks to understand people's underlying issues and motives that drive behaviour. Is sensitive to cultural differences. Responds appropriately to different situations.

Self Motivation: Takes responsibility to ensure commitments are met. Achieves objectives despite frustrations. Is aware of strengths and limitations

Knowledge Management: Able to synthesise information , learns and shares with others. Recognizes value of sharing knowledge and takes personal responsibility for doing so.

July 2004