

## JOB DESCRIPTION

Job Title	Consultancy Manager
Location	Eastern Africa Regional Office, based in Nairobi
Department	Practical Action Consulting
Reports to	Regional Director Eastern Africa in Nairobi and PAC Managing Director in UK
Job Titles of Persons Supervised	PAC Enterprise Development Coordinator, PAC Project Officer (Energy Specialist)
Job Grade	8

### 1. JOB PURPOSE

To develop and manage a successful consultancy unit in Eastern Africa, success being measured through the achievement of strategic and financial targets.

To develop and implement strategies, through the development and delivery of consultancy work, that enable Practical Action Consulting (PAC) to explore and create increased outreach opportunities through taking the work, beliefs, values and practices of Practical Action into the Eastern Africa region.

### 2. KEY DUTIES & RESPONSIBILITIES

- (i) Take lead in strategic and business planning and ensure all work developed and implemented is strategic to the Group, Practical Action Eastern Africa Regional Office and PAC.
- (ii) Form an integral part of the development and delivery of Practical Action Eastern Africa Regional Office strategy and serve as a member of the Regional Management Team.
- (iii) Take overall responsibility for business development, research, marketing, networking and contract management for PAC in Eastern Africa.
- (iv) Prepare and submit timely and accurate budgets and monthly and annual financial reports.
- (v) Develop presence and raise the profile of PAC with donors, governments, NGOs and the private sector in the Eastern Africa region.
- (vi) Develop a growing and effective professional marketing strategy for relevant services and works while steering the identification of new and relevant opportunities that PAC can exploit.
- (vii) Responsible for delivery of agreed PAC targets – strategic and financial.
- (viii) Participate in the delivery of consultancy assignments in relevant areas of expertise and experience.
- (ix) Develop, deliver, monitor and review PAC business plan quarterly.
- (x) Work with PAC international team and ensure regular communication is maintained for information sharing and cross learning to facilitate development of high quality proposals and timely and efficient delivery of contracts.

- (xi) Be ultimately responsible for the development of high quality Expressions of Interest (EOIs) and proposals resulting in the securing of fee earning work.
- (xii) Negotiate and deliver contracts effectively and on a timely basis.
- (xiii) Provide leadership to PAC staff and associate consultants and create an enabling environment for optimum utilization of resources and staff capacities.
- (xiv) Offer timely and accurate advice to the Regional Director and the Managing Director on business performance and direction of PAC.
- (xv) Develop internal systems for integrating and creating coherence and synergy between the work of PAC and Practical Action Programmes.
- (xvi) Take lead in procurement and effective management of all PAC resources and assets.
- (xvii) Carry out any other relevant duties as requested by the Regional Director or Managing Director.

### **3. KNOWLEDGE, SKILLS AND ABILITIES**

#### **(a) Level of Education/Academic Qualification**

- At least a Master's degree in Development Studies, Business Administration, Economics or related field.

#### **(b) Specialized Training/Professional Qualifications**

- Technical specialization relevant to PAC's work, e.g. energy, water and sanitation or climate change.

#### **(c) Other Competencies/Abilities/Skills Required**

- Demonstrable skills in marketing consulting services and exposure to dealing with diverse clientele in the context of racial, ethnic and cultural diversity.
- Excellent interpersonal communication and negotiation skills.
- Proven expertise and knowledge in development of winning proposals, contract delivery and management.
- Demonstrable competence in recruitment, development, training and motivating staff to ensure timely delivery of targets.
- Proven experience and competence in successfully managing a small team of staff.
- Proven competence in strategic and business planning and organizational development.
- Excellence in written and spoken English, particularly the ability to write persuasive and high quality proposals and reports will be vital for succeeding in this role.
- Ability to work as part of a locally based team as well as the wider international team of PAC.
- High proficiency in computing skills, especially use of MS Word, Excel, and Powerpoint.
- Excellence in communication, particularly the ability to form an effective working relationship with the UK based PAC MD.

#### **(d) Relevant Job Experience**

- At least seven (7) years of relevant work experience in development work and/or managing of consulting services, of which at least three (3) years at managerial level.
- Work experience and professional contacts in the Eastern Africa region is a requirement.