

Job Description

Job Title	Project Manager		
Directorate or Region	SSA	Department/Country	Senegal and Francophone West Africa
Location of post	Dakar	Pay Band	6
Reports to	Head of Programmes & Business Development	Duration of job	2 years

Purpose of job: The project manager will ensure the successful planning, management and delivery of projects. He/she will contribute to build up the portfolio in line with British Council priorities and value to UK by developing quality proposals and attracting and promptly responding to new business opportunities.

Context and environment:

The British Council creates international opportunities for the people of the UK and other countries, and builds trust between them worldwide. We call this work cultural relations. We work in over 100 countries, connecting millions of people with the United Kingdom through programmes and services in the English language, the Arts, Education and Society. We believe these are the most effective means of engaging with others, and we have been doing this work since 1934.

In Sub Saharan Africa, we bring people together to learn, create and work together to build long term relationships of trust with the UK. We provide opportunities for people to connect with international experience, to fulfil their education, career and professional development aspirations and to add value to organisations and institutions which support the participation of people in the social, civic and economic life of their communities. British Council Senegal and Francophone West Africa have been working in the sub region since the early 1970s.

Accountabilities, responsibilities and main duties:

Project Management (60%)

- To ensure proper planning (including risk assessment and mitigation), implementation and reporting of all projects in their portfolio, including all technical and administrative tasks. Responsibility for project team management, in line with corporate standards.
- Effective budget management (through SAP and Excel) and monthly reporting to Head of Programmes, in advance of the monthly Financial Control and Compliance Framework meeting.
- Develop communication, EDI plan and scorecard for every project in their portfolio in line with corporate standards and ensure timely implementation and reporting.
- Ensure lessons learnt and communication deliverables such as success stories are effectively documented for every project and shared as per the communication plan.
- Ensure that internal and external reporting requirements are met, including monthly, quarterly and final technical and financial reports, MEL plans and scorecard.

- Ensure that project progress is effectively monitored through the regular collection and analysis of key indicators (through the MEL plan and corporate Scorecard) and ensure that processes and results are properly documented.
- A lost opportunity to ask for project management qualification as a desirable – we'll need to start increasing the skill set of core staff as we hope to win large scale projects where donors will often have high expectations of project staff profiles.

Business Development (40%)

- To develop a solid portfolio of concept notes and funding proposals in the different thematic of interest of British Council (as defined by the Head of Programmes) to facilitate business development efforts;
- To plan and initiate regular donor check-in / update visits with major institutional and corporate donors in line with country strategic priorities;
- To support the development of positive and productive relationships between the British Council and its partners and other stakeholders, ensuring that sponsors, donors and potential donors are informed about the projects they are funding or interested in funding.

Key relationships:

Internal:

- Country Director Senegal; Head of Programmes and Business Development, Senegal; Communications Manager, Senegal; Programmes team; Regional/UK based Strategic Business Unit leads; Business Support Services Team

External:

- Existing and potential sponsors
- Programme partners and beneficiaries

Other important features or requirements of the job

Frequent travel within Senegal; occasional travel to the UK and across the region; some evening and weekend work

Please specify any passport/visa and/or nationality requirement.

Right to live and work in Senegal

Please indicate if any security or legal checks are required for this role.

Child protection clearance

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	Working Together (More Demanding)		Interview
	Making It Happen (More Demanding)		
	Being Accountable (More Demanding)		
	Shaping the Future (Essential)		Part of the role but not assessed in recruitment
	Creating Shared Purpose (More Demanding)		
	Connecting With Others (More Demanding)		
Skills and Knowledge	Planning and organising (Level 3)		Interview
	Project Management (Level 3)		Shortlisting and Interview
	Developing business (Level 2)		Shortlisting and Interview
	Managing People (Level 3)		Shortlisting
	Managing finance and resources (Level 3)		Shortlisting
	Communicating and Influencing (Level 2)		Shortlisting
	Managing accounts and partnerships (Level 2)		Shortlisting
	Proficiency in English (minimum IELTS Band 6) and French		Shortlisting and Interview
Experience	Track record in planning, monitoring, evaluation, learning, and project delivery		Shortlisting and Interview
	Track record in proposal development and winning new business		
Qualifications	University degree in a relevant subject	Post-graduate degree in relevant subject area	Short listing
		Internationally recognised Project Management qualification	Shortlisting

Submitted by	Patricia Herran Fernandez	Date	January 2016
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