

ONGOING JOB ADVERTISEMENT

PROJECT / TENDER MANAGER – MEL

THE COMPANY:

LTS International Limited (part of the NIRAS Group) provides project management and consulting services across the following spectrum of technical areas to support poverty reduction and natural resource management: agriculture, climate change, energy, forests and landscapes, biodiversity conservation, and monitoring, evaluation and learning. Our dynamic team of thought leaders and innovative implementers and evaluators are committed to effecting best practice in their fields. More detailed company information is available at www.ltsi.co.uk and at www.niras.com/development-consulting/

JOB PURPOSE:

We are looking for Project and Tender Managers that can take on a role focused on positioning and tendering for medium-high value opportunities while guiding staff on business development (BD) systems and supporting their development as tender managers and contributors. This will include developing technical and commercial proposals in line with client requirements and templates, structuring fee rates and operational costs to build up accurate budgets, and developing payment by results approaches, where appropriate. The role will also involve management of contracts in the sphere of monitoring, evaluation and learning, including but not limited to: monitoring, third party monitoring, impact evaluations, evaluability assessments, ex-ante and ex-post project and programme evaluations (including mid-line and end-line), theory of change, logframes, key performance indicators, and qualitative and quantitative methods.

RESPONSIBILITIES:

- **Positioning & Tendering.** As tender manager (and in other roles), support tender teams operationally throughout the tendering process, with tender strategy, partner selection, recruitment, technical content, quality assurance, reputational, contractual and commercial risk management;
- **Project Management.** As project manager, support and guidance to project personnel; contract management; risk management; financial management; quality assurance; and procurement management;
- **Systems Maintenance.** Ensure partner due diligence processes are fully implemented and project and partner information is systematically documented, organised and accessible;
- **Staff Resource Planning.** Oversee and coordinate the resource planning process for specific tenders. On successful tenders you will work with delivery team to ensure they have a comprehensive understanding of the budget and assumptions to assist them during the programme start-up; and
- **Client Market Research.** Contribute to the design, commissioning and uptake of client-oriented market research to support the core BD staff and market teams.

PERSON SPECIFICATION:

- **Qualifications and experience.** University degree, ideally 2:1 or higher. Other vocational or accountancy related qualifications will also be considered. Postgraduate degree desirable but not essential. At least five years of relevant professional experience;
- **International Development.** A good understanding of international development issues. Familiarity with the sphere of monitoring, evaluation and learning, including but not limited to: monitoring, third party monitoring, impact evaluations, evaluability assessments, ex-ante and ex-post project and programme evaluations (including mid-line and end-line), theory of change, logframes, key performance indicators, and qualitative and quantitative methods. Knowledge and experience of the requirements of donors in international development including but not restricted to DFID, BEIS, FCO, Defra, and Norad;
- **Personnel management.** Experience managing teams to deliver proposals, often to tight deadlines, is desirable;
- **Partnerships.** Experience of identifying, developing and nurturing beneficial partnership and business opportunities;
- **Organisational skills.** Well organised and systematic approach to ensure not only delivery of high quality proposals but also fully compliant documentation and business process compliance;
- **Communications.** Excellent written and verbal communication skills in English and an ability and willingness to work effectively with colleagues with different skill sets and from different cultural backgrounds. Ability to negotiate effectively on commercial aspects. Confidence to engage with senior staff within LTS and other organisations;
- **Team player.** Willingness to support other areas of the business when required, and to support less experienced team members (while maintaining flexibility and tolerance), e.g. with quality assurance of budgets;
- **Analytical skills.** Ability to quickly and effectively analyse procurement/invitation to tender documentation and identify LTS' suitability and likely level of competitiveness for specific opportunities. Good competency in analysing financial information and developing project budgets;
- **Time management.** Ability to think and work proactively, creatively and strategically under pressure or when faced with competing demands;
- **Travel.** Willingness to travel within the UK and overseas if/when required, sometimes at short notice; and
- **Information Technology.** Competent user of MS Office software, especially Word, Excel, Outlook and PowerPoint. Experience of developing and maintaining complex and large spreadsheet models is desirable. Experience of NetSuite/Oracle desirable but not essential.

LOCATION & PACKAGE: This is a full time role (35 hours per week) based at LTS' head office near Edinburgh (UK). A competitive salary package is offered which will be commensurate with level of experience. Employees are entitled to 35 days of annual leave (inclusive of public holidays).

APPLICATION PROCESS: To apply, please send a CV and cover letter to mail@ltsi.co.uk with "Application – Project / Tender Manager – MEL" in the subject line.