

## Manager/Senior Manager – Deris Wanaag at Adam Smith International

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Location: Kenya

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### Job Description

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Adam Smith International is an award-winning global company that delivers impact, value and lasting change through economic growth and government reform. Our reputation as a global leader has been built on the positive results our projects have achieved in many of the world's most challenging environments.

### Key Relationships

#### Internal

Deris Wanaag Project Director/ASI Head of Somalia

ASI Head of Africa

ASI Africa & London Finance Team

ASI Africa Administration and Operations team

ASI Head of Global Risk & Security

Somalia security team

Deris Wanaag Team Leader

Deris Wanaag Deputy Team Leader

Deris Wanaag project team

Deris Wanaag Key sub-contractors (2-3) and downstream partners

## **External**

FCDO Senior Responsible Officer, and their Deputy, for Deris Wanaag

FCDO Programme Manager, and finance and compliance staff

National and regional experts in focus sectors

Relevant international partners, such as the wider donor community

## **Key Tasks**

### **Project Management**

1 Manage the successful delivery of Deris Wanaag to the Terms of Reference, time, quality, cost and donor and counterparts' satisfaction. This will include ownership in the following areas of project management: Finances Operations Team Quality assurance Risks & issues Evaluations Client relationships Impact, adaptation and change Reporting

Communicate the key risks and issues, updates and milestones to the Project Director and FCDO clearly, concisely and in a timely fashion, liaising closely with the Team Leader and Deputy Team Leader.

Work effectively in politically sensitive and challenging environments, including when under pressure and alongside competing priorities.

Build strong working relationships with the Team Leader, Deputy Team Leader and other team members, as well as partners, ensuring they feel part of the ASI 'family' and also that they are risk/issue aware and report these immediately.

### **Business Development**

Seek, establish and nurture relationships with junior client counterparts that are characterised by trust and mutual respect.

Proposal support: Take on ad hoc, discrete and accountable junior roles in larger technical and commercial proposals and expressions of interest, and be an effective member of bid teams. This will include support in the following areas:

### **Technical:**

Researching thematic context in particular countries / regions

Updating CVs to terms of reference

Formatting CVs and proposal documents to improve presentation

Brainstorming methodology

Drafting methodology components

### **Commercial:**

Researching and benchmarking costs of operation

Benchmarking fee rates

Negotiating fee rates

### **Advice**

Maintain awareness of and conversance with political economy and key topics in Kenya, Somalia and Ethiopia.

Develop skills in technical advisory areas identified with line manager, and agree approach to developing the same further.

Where feasible, support delivery of technical deliverables.

### **Firm Building**

Contribute to the growth and development of the East Africa team and to Adam Smith International through:

Marketing: Contributing content and articles to external channels

Marketing: Supporting at least 1 topical event per annum

Knowledge management: Ensure all knowledge is shared via agreed team systems and processes

Personal development: Take ownership to grow own capability, experience and expertise

### **Team Building**

Advance opportunities for coordination with other projects and share lessons with peers,

as well as supporting and/or mentoring colleagues when needed.

Always remain aware of, demonstrate and drive others to demonstrate ASI's values – partnership, resourcefulness, creativity, respect and integrity.

### **Key Accountabilities**

Deliverables completed on time and within budget.

Accurate expenses and fees forecasts submitted monthly; managing GM targets.

All classified risks to project documented, mitigated and escalated if need be.

Strong and effective relationships developed with project team/s.

Development of a project team culture that reflects ASI values.

Excellent client relationships, characterised by mutual trust, respect and responsiveness.

### **Qualifications**

#### **Academic**

A relevant undergraduate degree. (Required)

A post graduate degree. (Desired)

#### **Experience**

Planning and delivering results.

Quality and accountability.

Continuous improvement.

Managing complexity.

Innovation and change management.

Communication and knowledge management.

Leadership and direction.

Collaboration and teamwork.

Personal impact and effectiveness.

Proven ability to work under pressure.

## **Knowledge**

Understanding of international development (Required)

Knowledge of some relevant technical approaches. Good understanding of how to balance operational needs with budgets. (Required)

Knowledge of peacebuilding, resilience, security sector reform, stability, and/or preventing and countering violent extremism approaches (Desired)

## **Skills**

Good written English and communication skills.

Superb attention to detail.

Proven ability to build effective, credible client relationships and networks.

Fluent spoken and written Kiswahili (Desired)

Excellent computer skills, especially Word, Excel, PowerPoint.

Good negotiation skills.

Advanced project management skills.

Good people management skills.

Good budget, finance and forecasting skills.

## **Attitude**

Respectful to all

Proven with clear evidence: integrity and resilience to political influencing

An inspiring passion for international development in the East and Horn of Africa

Interest and experience in working in developing and conflict-affected environments.

Enthusiasm and flexibility.

Positive, solution-oriented, can-do.

Open-minded, flexible approach to problem-solving.

Resilient to changing circumstances and challenges.

Achievement oriented.

Determination to complete work to an extremely high quality.

Trustworthy, reliable, professional, conscientious and accountable.

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