



# Job Opportunities

Helping the world get where it needs to be.

IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet ([iru.org](http://iru.org)).

**Our rapidly evolving and dynamic organisation in Geneva is looking for a**

## **Project & Bid Manager**

### **JOB SUMMARY:**

The Project and Bid Manager will manage a range of projects focused on the implementation of TIR in various countries, and will also support the development of IRU's capability to respond to tenders for road transport-related technical assistance projects funded by development partners or national governments, and to manage the subsequent implementation of such projects.

### **RESPONSIBILITIES:**

#### *Project management - TIR Implementation*

- Project manage the implementation of TIR in specified countries, as defined by the Head of the Expansion Team. This to include: developing realistic, agreed project plans in partnership with all relevant stakeholders; coordinating the delivery of all necessary IRU inputs; agreeing budgets and timescales and delivering outputs on time and on budget; leading internal communications so that internal IRU stakeholders are fully up-to-speed with progress; coordinating the external marketing, communications and change management aspects of TIR implementation in these specified countries in order to ensure maximum take-up of TIR ASAP after "go-live".

#### *Bid management – development projects*

- Support the development of IRU's international development bid management capability: support the Expansion Team leadership in the development of IRU systems for opportunity tracking, competitor and partner analysis, project risk evaluation, proposal coordination and submission, search and recruitment of international experts.
- Coordinate IRU's response to tenders: the development of the proposal calendar; ensuring deadlines are met; drafting some sections of the proposal (e.g., personnel, corporate capability information, past performance); coordinating relationship with partners (gathering inputs, supporting the partnership agreement process, etc.); coordinating the search and recruitment of external consultants; and ensuring the timely submission of high quality and compliant proposals.
- Coordinate the production and submission of final proposals (copy edit, formatting, and printing/assembling).

- Coordinate compliance with all internal and client processes;

*Project management – development projects*

- Support the Global Head of Expansion in the development of IRU's systems and processes for managing international development projects.
- Manage IRU's development partner funded projects, including: complying with client and partner contractual and reporting obligations during project delivery; monitoring budgets; deploying consultants; ensuring technical backstopping of consultants' deliverables.

**QUALIFICATIONS AND EXPERIENCE:**

- Minimum of five years of related professional work experience including demonstrated experience coordinating proposals for donor-funded projects, **and** managing such projects. Experience of coordinating proposals and managing projects for EU and World Bank funded work would be particularly desirable. Experience of other major donors such as African Development Bank, USAID, Asian Development Bank, and Inter-American Development Bank would be useful.
- Experience of working on projects related to transport and trade facilitation, and/or reform of the transport sector would be desirable;
- Experience of working on projects related to Sub-Saharan Africa, South Asia, South East Asia or Latin America would be desirable;
- Professional fluency (written and verbal) in English and French is essential. Knowledge of other languages such as Arabic or Spanish would be an advantage
- Excellent written and verbal communication skills
- Minimum Bachelor degree.
- MBA or other commercial or project management qualifications would be an advantage.
- **Swiss Citizenship, Swiss valid permit or EU Citizenship.**

If you are interested in applying for this position and have the necessary qualifications and experience, please send your application in English to [hr@iru.org](mailto:hr@iru.org) before **8 May 2017**.