



05/2022

JOB DESCRIPTION

TIR & Transit Advisory Project Manager (PfA)

JOB SUMMARY

The TTS Advisory Project Manager will establish advisory services in the area of road transport transit facilitation and develop advisory project proposals working closely with IRU's teams, donor organisations and other external parties, notably project beneficiaries. The incumbent will also manage the subsequent implementation of such projects.

Reports to: Director – TIR & Transit
Direct Reports: none
Travel: up to 30%
Location: IRU Geneva

RESPONSIBILITIES:

Build advisory capacity

- Develop templates, standard language and reporting to ensure high quality and consistency of project proposals, their implementation and follow-up
- Develop proposal and project calendar, ensuring deadlines are met
- Coordinate the search and recruitment of external consultants
- Ensure compliance with all internal processes and those of partners

Build relations with external partners to generate demand in IRU's advisory in transit facilitations

- Monitor development organisations' projects in various regions and identify concurrence of their objectives and programme scope with those of IRU
- Identify the cases of the right match between beneficiaries' needs, donors' priorities and IRU's capacities
- Understand challenges, needs and opportunities related to transit in various regions by closely working with regional managers and IRU's transit digitalisation team; understand if IRU possesses capacities needed to transform those challenges, needs and opportunities into an advisory offer
- Supervise and build long-term relationship with partners – donor organisations and beneficiaries, working closely with other TTS colleagues
- Present IRU's offer to external parties to funnel it into potential projects

Select and prioritise projects

- Make sure that any project ideas support IRU's vision and mission
- Evaluate risks associated with potential projects
- Based on a number of agreed factors, such as risks, resources availability, external dependencies, project budget, etc., select and prioritise projects working closely with related teams

Develop project proposals

- Draft high quality and compliant proposals and ensure their timely submission
- Ensure full coordination with internal contributors and subject matter experts to ensure proposal is complete, accurate and maximises business opportunities
- Provide all necessary information to the finance team and ensure required coordination for drafting a financial proposal
- Ensure high contract awarding conversion rate

Implement projects

- Whenever it is warranted by the workload and projects scope, manage IRU's development partner funded projects, including complying with beneficiary and partner contractual and reporting obligations during project delivery; monitoring budgets; deploying consultants; ensuring technical backstopping of consultants' deliverables.

QUALIFICATIONS AND EXPERIENCE

- Master's degree in Economics, Business Administration, Transport and Logistics or any relevant subject
- Knowledge and experience in the area of international transport, transit and/or trade facilitation
- Minimum of five years of related professional work experience including demonstrated experience in developing proposals for donor-funded projects
- Prior experience developing proposals and managing projects for World Bank, African Development Bank, Islamic Development Bank, USAID, Asian Development Bank or European funded work would be an asset
- Excellent technical writing skills in English
- Fluent in oral and written English and working knowledge of French; Russian or Arabic is an asset
- Excellent communication and networking skills is a must
- Proven experience of project management
- Swiss Citizenship, Swiss valid permit or EU Citizenship.

COMPETENCIES, SKILLS & BEHAVIOURS

- Industry expertise and customer knowledge
- Drive for results
- Strategic thinker with strong analytical, problem solving and project management skills
- Influence & inspire internal & external stakeholders
- Emotional intelligence: self-awareness, empathy, managing self and other emotions
- Understand the sense of urgency & drive change
- Proactively driving IRU agenda both dealing with day to day operations and shaping long term strategic objectives
- Cross-functional collaboration to be successful in a matrix organisation
- Foster IRU culture and values