

Project Executive for the ‘Revival of Balochistan Water Resources Programme’

(Equivalent to SOC code 3539 Business and related associate professionals not elsewhere classified)

About Landell Mills

Landell Mills (www.landell-mills.com) is an international consultancy providing a range of development-oriented services that aim to assist countries and their peoples attain the sustainable development goals. We have been in business for 40 years and are active throughout the emerging economies and developing world. We work with private and public sector clients on assignments lasting from a few days to several years. Our work is ordinarily financed by public agencies such as the EU, the UK FCDO, the World Bank and the Asian Development Bank (ADB). We provide multi-disciplinary service in project design; project management; fund/grant management; management of framework contracts; rapid mobilisation of expertise; technical advisory services; institutional strengthening; training and capacity building; research and studies; monitoring and evaluation; and communications and knowledge management.

We have four principal core skill areas. These are:

- Agriculture, fisheries, food security and nutrition;
- Environment, water, climate change and disaster risk reduction;
- Markets, enterprise and trade;
- Policy dialogue, regional integration and governance.

We have offices in Ireland (Dublin) and the UK (Bristol and Trowbridge), with a number of branch offices in Africa and Asia.

The position

The position provides the opportunity to work as a full-time Project Executive contracted to manage the *Technical Assistance for the ‘Revival of Balochistan Water Resources Programme’*. The role is based ordinarily in Trowbridge, Wiltshire, UK (although there is the option to work at the Bristol office and we operate a hybrid work from home / office culture). The UNESCO World Heritage City of Bath is a 20-minute train ride away and the city of Bristol just 40 minutes away. Up to four trips totalling 8 weeks annually to Pakistan (normally Quetta, Balochistan) will be required as part of the job. *(For those interested, there may also be the opportunity for the position to be based in Pakistan (e.g. Quetta, Islamabad or Lahore) although this is not a mandatory requirement.)*

While the above is the preference we will also consider candidates based elsewhere, including outside the UK, with travel to the office from time to time.

The position is based within our *Environment, Water, Climate Change and Disaster Risk Reduction Division* and will report to the Division Manager. The position will work alongside internal Environment, Water and Climate Change Specialists as well as the consultancy team based in Pakistan.

Duties and responsibilities

We are looking to recruit a Project Executive to manage a new contract for Landell Mills entitled: *Technical Assistance for the 'Revival of Balochistan Water Resources Programme'* (BWRP).

The general objective of the Revival of BWRP is to contribute to the transition of agriculture and livestock farming systems in Balochistan (Pakistan) achieving lower water intensity and improving environmental and economic sustainability. The technical assistance provided through this service contract will contribute to three specific objectives:

1. Strengthened governance of water resources and Rangelands;
2. Alternative agricultural and livestock farming systems developed based on low water agro-economy, including agronomic practices leading to groundwater replenishment;
3. Increased availability of qualified agro-technology cadres able to integrate and provide on-farm technical know-how and climate-relevant advice to farmers.

The specific tasks of the role are to:

- In liaison with the Project Director, manage the successful implementation of the BWRP contract.
- Liaise with the project administrator to ensure experts are mobilised and demobilised and projects set-up and closed down according to a standard checklist. This will include help in setting up an office in Quetta and recruitment of support staff.
- In liaison with the Team Leader in Quetta, manage international and national consultants to provide high quality technical inputs to the client and beneficiaries, with work plans followed and resources available for outputs to be achieved.
- Sourcing and contracting Non-Key Experts (i.e., short term specialists) to undertake specific TORs. Including searching for experts using Landell Mills' internal database, LinkedIn, other recruitment sites and networking.
- Manage the relationship with the project team, beneficiaries and EU Delegation for the successful execution of the contract from head office and in-country.
- Follow up on progress of project activities with the in-country team, including providing quality assurance of outputs (editing and formatting reports) and troubleshooting where required.
- Manage budgets and update the project financial system as intended in coordination with Landell Mills finance division and the Project Director.
- Support the project administrator to ensure supplier invoices are coded correctly, and liaise with the finance department on the preparation of invoices.

Depending on the progress of the implementation of the contract, the Division Manager may assign other separate tasks to the Project Executive, including business development activities for new contracts (i.e., preparing EOIs and tenders), project management activities for other contracts, or technical inputs (depending on the candidate's academic and professional experience).

Person specification

1	Skills/abilities – interpersonal and qualifications <ul style="list-style-type: none">• A graduate (a degree in agriculture, natural resource management (including water), engineering, economics, business, or other related fields is desirable but not mandatory) with good academic results.• Fluency in English with demonstrable excellent writing skills.• An enthusiasm for providing international consulting services with a willingness and ability to travel to Quetta, Pakistan for up to 8 weeks a year.• Business orientated and numerate, with proven ability in, or the potential to attain financial targets on the contract.• Motivated and flexible.• Excellent organisational skills, with the ability to work to a high standard, prioritise multiple tasks and meet deadlines.• Fully computer literate, and able to utilise Excel with basic formula.
2	Experience <p><u>Essential</u></p> <ul style="list-style-type: none">• Minimum of two years' experience in international development, project management or a relevant technical discipline to BWRP. <p><u>Optional</u></p> <ul style="list-style-type: none">• Previous experience with EU funded project management.• Familiarity with Pakistan.

What we offer

- A permanent role (if employed as an Irish or UK employee) within a company with highly developed expertise and experience.
- A competitive salary – commensurate with experience.
- A workplace pension (if employed as an Irish or UK employee).
- 24 days of holiday per year, exclusive of public holiday entitlement, rising to 25 with 2 years of service.
- Hostile Environment Awareness Training and security advisory support.
- Comprehensive travel and medical insurance whilst travelling with work.
- Flexible working provisions.

Non-contractual benefits include an annual bonus scheme; personal travel insurance; and a holiday buyback scheme.

How to apply

Please write a short covering e-mail or letter explaining why you wish to be considered for this position and submit this and a full CV to HR@landell-mills.com. Please write “*PE BWRP* - full name” in the subject line and explicitly state your willingness to travel.

Please also state when you may be able to take up the role. The deadline for applications is midnight on Sunday 26 June 2022, although applications will be reviewed as they come in, and interviews may be organised on a rolling basis.