Project Executive (French speaking)

About us

Landell Mills is an international consultancy providing a range of development and cooperation-oriented services that assist countries, and their peoples attain the Sustainable Development Goals. We have been in business for nearly fifty years and are active globally. 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 World Bank, various UN agencies, the Development Banks, the UK FCDO and the German GiZ.

We provide multi-disciplinary services in project design; project management; fund/grant management; technical advisory services; institutional strengthening; and training and capacity building.

Landell Mills has specialist divisions in the following areas:

- Agriculture, fisheries, food security and nutrition
- Environment, water, climate change and disaster risk reduction
- Markets, enterprise and trade
- Policy dialogue, regional integration and governance
- Higher, tertiary and vocational education and training
- Framework contract management
- Monitoring, evaluation and learning
- Communications

We have fifty staff based in offices in the UK (Trowbridge and Bristol) and Ireland (Dublin) and operate from a small number of subsidiary, branch and project offices in Belgium, Africa and Asia.

About the role

Due to recent business development outcomes, we are seeking to recruit a Project Executive to primarily lead on the management of a major contract in the Republic of Congo to support the Ministry of Forest Economy in updating systems and operational processes to ensure the good management and compliance of the forestry sector, including reducing the risks of illegal logging and strengthening governance of the sector.

The successful candidate must have a working professional proficiency in French and be willing to travel on a regular basis to the Republic of Congo to support the technical team and engage with government partners.

This role will sit within Landell Mills' Environment, Water, Climate Change and Disaster Risk Reduction (EWD) division. The EWD division has an extensive portfolio of work, including projects in Western and Southern Africa, Central and Southeast Asia and the Pacific region, with focus areas including supporting governments in climate change adaptation measures, water resource management and irrigation, strengthening forest governance and managing protected areas and biodiversity hotspots.

In addition to management of the contract in the Republic of Congo, the Project Executive will also have the opportunity to work across our project portfolio and to contribute to developing new business opportunities.

Please see below for full details of the duties and responsibilities of this role.

About you

We are looking for a project management professional who can demonstrate the ability to coordinate logistics and activities whilst attaining financial targets on this exciting project, as well as potentially contributing in due course to managing the EWD division's wider portfolio and procuring new business. You will have experience of project management of interdisciplinary teams, whilst experience of market research and bid writing for new opportunities is also desirable. You will be educated to degree level and have a demonstrable interest in the environmental sector. Fluency in spoken and written **English and French** is essential.

A more detailed person specification can be found below.

What we offer

- A full-time position (36.25 hours per week) within a company with highly developed expertise and experience.
- A salary between £28,000-35,000 commensurate with experience.
- A matched workplace pension scheme (if engaged as a UK employee).
- 24 days of holiday per year, exclusive of public holiday entitlement, rising with years of service.
- Enhanced family leave entitlements.

Non-contractual benefits include: flexible working provisions, an annual performance related bonus scheme, personal travel insurance, a holiday buy and sell scheme, and access to a health advice service for you and your immediate family members, including online private GP consultations.

Where you will work

The position is envisaged to be based at our main office in the **UK (Trowbridge, Wiltshire)**. There is also the option to work at our Bristol office. We operate a hybrid work from home/office culture, but we would expect the successful candidate to have considerable day-to-day in person contact with the EWD Division.

We are also open to considering candidates based remotely in the UK or overseas, including those based in the Republic of Congo or the Central Africa region. Overseas travel will be an integral part of the role, and you must have the flexibility to make short visits (up to two weeks) to the Republic of Congo multiple times in a year.

If the UK is your preferred work location, please note the position is not eligible for sponsorship, and we are therefore only able to consider candidates who already have an unrestricted right to work in the UK. If your preferred work location is outside the UK, this engagement would be on a non-employed/consultancy basis.

How to apply

Please submit your CV and accompanying cover letter explaining why you wish to be considered for this position via our website. The deadline for applications is midnight on 01 January 2026. We would encourage applicants to apply early as shortlisting will be a continuous process, and we reserve the right to close the vacancy early should we receive sufficient applications.

Duties and responsibilities

The Project Executive will manage the day-to-day operations of the contract. The tasks and responsibilities will include:

- Ensure the day-to-day support to the technical assistance team, including review of technical documents, support the organisation of workshops, meetings and field travel, and supporting the project's communication activities.
- Prepare and issue project management templates and provide training to the team on their use.
- Manage the recruitment and contracting process for experts and staff appointed through the project, including as required sourcing, negotiating, contracting and mobilising teams.
- Oversee administrative staff to ensure smooth mobilisation and travel arrangements for project staff and experts.
- Provide mobilised consultants with day-to-day support on contractual and managerial issues as required.
- Undertake risk assessments and develop standard operating procedures (SOPs) for project management and activities.
- Act as the day-to-day focal point for the project's client and government partners.
- Assist the Team Leader in the preparation of the inception and progress reports, and the Key Experts Team as required.
- Assist the finance department as required in producing invoices and with the audit process.
- Support the organisation of project steering committee and contract management meetings.
- Support the Project Director in monitoring and updating the project budget.
- Work with administrative staff and local partners to ensure smooth logistical management of the Brazzaville office including organising meetings.

In doing the above, you will be expected to contribute positively to the implementation of the contract. You will also be expected to contribute to internal knowledge sharing and communication. You will liaise extensively with the Team Leader and his team, but you will report to the EWD Manager.

In addition to the above project-specific duties, you will also contribute to the wider project management and business development work of the EWD division, with responsibilities expected to include:

- Identify and follow up new business opportunities.
- Prepare expressions of interest and tender proposals for commercially viable project opportunities.

Potentially manage other projects within the current and future portfolio, likely including projects in the Africa and Asia regions funded by clients such as the EU, ADB, and World Bank, depending on capacity and business development outcomes.

The role requires international travel for short-term visits to project locations, or for business development purposes.

Person specification

Skills/abilities	Attributes
A relevant degree and/or a demonstrable contextual knowledge of the environment and international development sectors	Essential
An enthusiasm for providing international consulting services with an ability to travel to manage projects and develop new business	Essential
Business orientated and numerate, with proven ability to attain project financial targets	Essential
Good communication skills and confidence/experience to represent the company in front of senior clients and beneficiary staff	Essential
A team player, who is motivated and flexible	Essential
Excellent organisational skills, with the ability to work to a high standard, prioritise multiple tasks and meet deadlines	Essential
Perfect fluency in English with an ability to write concisely and convey technical information in an easily readable and convincing manner	Essential
Full professional proficiency in written and spoken French, with the ability to hold multi-stakeholder meetings, liaise with staff and experts and review and produce reports of a technical nature	Essential
Fully computer literate (e.g. Word, Excel, SharePoint)	Essential
Experience and attributes	
Experience of working in Francophone countries	Desirable
Experience in business development for donor-funded consulting services, including market research, bid writing, team identification and budgeting	Desirable
3+ years of prior experience in project management and/or business development in an international development or developed country context, with the desire to use the skills obtained internationally	Essential