



# Application pack

## Project Management Officer

Ref.: PMU/01/21

Location: London

Closing date: Monday, 03 May 2021

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:  
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on [odi.org](https://odi.org).

## An introduction to ODI

### Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

### What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

### Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



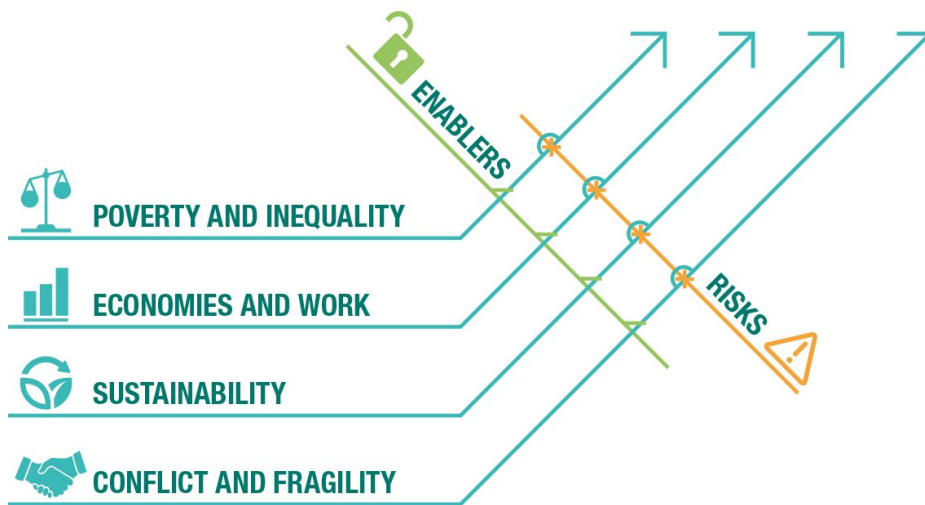
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

## Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



## Our values



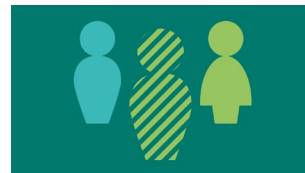
### Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



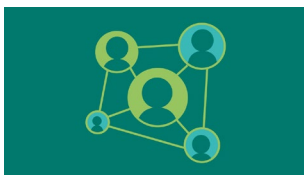
### High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



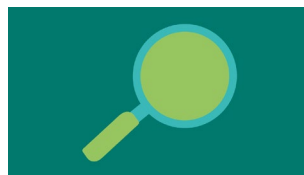
### Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



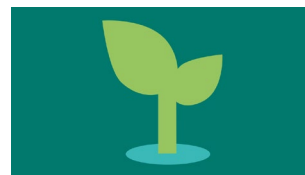
### Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



### Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



### Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

<b>Job Description</b>
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<b>Job Title:</b>	<b>Project Management Officer</b>
<b>Department/Group:</b>	<b>Project Management</b>
<b>Responsible to:</b>	<b>Project Manager/Senior Project Manager</b>
<b>Responsible for:</b>	<b>N/A</b>

<b>Purpose of Job</b>
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The Project Officer (PMO) will oversee the development and management of multiple ODI projects, including research, advisory services and events. In line with the PMO's experience and expertise, these projects will be low to medium complexity. Project complexity is determined by value, operational risks, reputational risks, quality risks, number of countries, number of partners, number of sub-contractors, and the nature of the project management arrangements (e.g. agile multi-partner consortia). These projects might have a large number of contractors, a limited number of institutional partners and up to three donors working with either single or multiple currencies. Projects can either be single or multi-year and require the delivery of multiple outputs.

The PMO will be responsible for the project management cycle coordinating the delivery of outputs to time and to budget, taking ownership of the workplan with the support of the Technical Lead and/or line manager as needed. The PMO will liaise with both internal and external stakeholders and maintain up to date information on project finances, delivery, risks and timeline. The PMO will ensure adherence to ODI processes and procedures and work with their line manager when unexpected changes arise. The PO will contribute to business development activities in line with their expertise, including providing support to senior PM function staff responsible for complex tenders. The PMO will be committed to gaining further knowledge of ODI's business practices, business models. They will also be committed to gaining experience working with different donors and developing their project management and budgeting skills.

<b>Main Duties and Responsibilities</b>
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***Project management:***

- Ensure adherence to ODI's project management methodology, including the accurate set up and management of projects through FocalPoint and in accordance with donor requirements.
- Facilitate and coordinate inputs from key project stakeholders
- Coordinate the development of workplans with the project team (covering research, communications, Global Security and other activities, as relevant), establishing and monitoring project controls related to scope, schedule, budget, risk and quality.
- Set up internal milestones and monitor project deliverables against contractual requirements and invoicing schedules.
- Manage selected components/tasks of larger projects under the guidance of PMs/SPMs
- Facilitate information sharing across the project team, including finance and the Public Affairs and Communications team
- Identify risks and emerging issues and attempt resolution, as appropriate; escalate to PM/SPM/SOM as appropriate and support resolution.

- Coordinate the production and dissemination of project deliverables in collaboration with the project team and other ODI colleagues as necessary.
- Coordinate the production and submission of donor narrative reports, incorporating partners' submissions as relevant
- Liaise with the donors on contractual matters, ensuring compliance with donor requirements and ODI policies
- Manage the contracting process and liaise with consultants and partners on contractual matters. Support the negotiations of terms and conditions.
- Create and maintain project worksites on the intranet (SharePoint)
- Lead and manage the project's compliance with ODI procedures, particularly in relation to establishing and maintaining safeguarding frameworks, travel & security.

***Financial management:***

- Ensure the correct and effective set up, the financial management and the closure of allocated projects following the appropriate ODI procedures and donor requirements
- Either independently or with the support of the line manager, model the financial impact of resourcing options proposed by the Technical Lead throughout the project life cycle and propose alternatives and/or manage risks associated with potential losses
- Liaise with donors, project partners and subcontractors on financial matters.
- In collaboration with the Financial Business Partner, produce financial donor reports according to contractual requirements
- Collate project-related information for audits and work closely with the Finance Business Partner before, during and after the audit field work, including on follow-up activities and discussions with donors on audit reports
- Work with the Technical Lead and/or line manager to identify the financial impact that delays or changes in the delivery schedule have on the projects' financial performance.
- Track and monitor projects' financial performance in terms of their contribution to ODI overheads throughout the year
- Demonstrate a thorough understanding of the impact that delays will have on ODI's financial performance.
- Reconcile and consolidate project finances at quarter and year end, in close collaboration with the Finance Business Partner.
- Track, coordinate and report on financial information flows related to the projects within their remit to the Operations Manager.

***Business development:***

- Contribute to the preparation of bids and proposals, including developing budgets and tailoring technical documentation
- Keep appropriate records from end of project review meetings, documenting and sharing key lessons learnt with PM and Business Development teams to support ongoing improvement of ODI proposal development and budgeting.

- Ensure that all costs are accurately and fully recovered in proposal budgets in line with ODI's policy with the support of Senior/Project Manager and/or Operation Manager

***Knowledge management:***

- Take part, alongside other OPMs, PMs/SPMs, SOM and DoPs, in discussions on the development of programmes' strategy and objectives
- Contribute to information sharing across ODI, with internal departments and other programmes.
- Provide support to programmes/teams for discrete tasks, such as team meetings etc.
- Contribute to ongoing improvement of internal PM procedures and manuals.

**Person Specification**

**Essential**

*Knowledge and qualifications*

- Project Management qualification and/or appropriate technical college qualification
- Knowledge of the project management cycle
- Good understanding of financial management/budgeting as part of the project cycle

*Experience*

- Experience managing projects of low to medium size and complexity throughout the full project cycle
- Experience of working in a complex/challenging business environment and an understanding/awareness on how projects contribute to the organisation's financial and strategic objectives.
- Experience in donor compliance and administrative procedures and donor relationship management, including reporting both financial and narrative reporting.
- Experience in coordinating project teams
- Experience dealing with multiple suppliers and contractors
- Experience of costing and budgeting according to different models and templates
- Experience of budget monitoring including experience of creating accurate and timely financial reports.
- Experience of participating in the development of proposals

*Skills/abilities*

- Advanced IT skills including Excel, Word, Outlook, PowerPoint and databases
- Ability to write well and to prepare reports
- Multitasking skills in a high-pressure environment
- Ability to innovate in order to overcome problems
- Strong planning, organisation and execution skills
- Ability to work to own initiative with minimum supervision
- Ability to learn new software quickly
- Effective communication skills

**Desirable**

- Education to Bachelor's degree level
- Experience in contract negotiations

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| <ul style="list-style-type: none"><li>• Experience managing staff</li><li>• Knowledge and understanding of development and/or humanitarian issues</li><li>• Experience working in a developing country or with developing country partner organisations</li><li>• Foreign language skills (particularly Arabic, German, Spanish and French)</li><li>• Experience in organising workshops or events, including logistics.</li><li>• Experience of SharePoint document management system and Access FocalPoint</li></ul> |
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<b>Key Relationships and Contacts</b>
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Director of PM Strategic Operations Managers Other Project Managers Director of Programmes and Project Leads within programme and/or other functional teams Other functions (especially Finance, Business Development, Risk and Compliance and Public Affairs and Communication)
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**All staff are expected to:**

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

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## Application process

**ODI job site:** <https://jobs.odi.org.uk>

**Closing date:** The closing date for receipt of applications is midnight, UK time, on: **Monday, 03 May 2021**

**Expenses:** It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

## Terms of employment

**Location:** ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

**Salary:** £29,492–£34,987 per annum, grade 3 on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

**Hours:** 09:30–17:30, Monday to Friday, 35 hours per week.

**Contract: 1 year Fixed-term.** All contracts of employment are subject to a three-month probationary period.

**Leave:** 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

**Pension:** The Institute offers a contributory pension scheme with the Superannuation Arrangements of the University of London (SAUL). [www.saul.org.uk](http://www.saul.org.uk)

**Union:** ODI recognises UNITE and all staff have the right to become members.

## Additional benefits

**Loans:** The Institute offers an interest-free season ticket loan on completion of probationary period.

**Cycle to Work Scheme:** Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

**Employee assistance programme:** Confidential Health and wellbeing support.

**Flexible working options:** Support in maintaining a healthy work-life balance.

**Maternity, paternity and adoption leave:** Enhanced pay for eligible employees after a qualifying period.

**Relocation:** Assistance is available towards employees who have been recruited from a place outside the UK.



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## Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



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