

Senior Project Manager, International Development Projects

We are seeking an experienced project manager to join our team to manage international development projects across sectors of agriculture development and natural resources management. Based in our Auckland (New Zealand) office, project managers play a key role in driving international development projects and ensuring that they are delivered to the highest standards. The Senior Project Manager position is an entry position for the Project Director role.

Company

FCG ANZDEC is an international development consulting and project management company established in 1970 in New Zealand. Since this date, we have been managing consulting projects globally, in more than 60 countries, primarily in the Asia-Pacific region. Our core sectors span all areas of agriculture development and natural resources management, including water resources, coastal and marine resources, climate change adaptation, and disaster risk management. FCG ANZDEC has a small but diverse in-house team and a large pool of international consultants who work together to design and implement projects for multilateral and bilateral development agencies (such as Asian Development Bank, World Bank, and New Zealand Aid Programme), governments from development countries, and other clients. It is a member of the Finnish Consulting Group, one of the largest international development companies in Finland, with subsidiaries and offices across the world.

Role and responsibilities

The Senior Project Manager will manage projects of considerable cost and technical complexity, ensuring that the projects are implemented in line with company policies and procedures, within internal targets, and in compliance with the client contracts and regulations.

Key project management responsibilities include:

- Supported by the Project Administrator, mobilization of human resources and establishment of field operations and logistics, including project office facilities, bank accounts, and local procurement of goods and services
- Management of client contracts and subsequent amendments, ensuring that all contract requirements are met and adhere to client policies and procedures
- Development and management of contracts and amendments with consultants and service providers
- Activity planning, monitoring and management of work plans and project teams
- Budget planning, forecasting and financial oversight
- Quality assurance of deliverables, technical documents and management reports
- Risk management and finding solutions to complex issues
- Relationship management with project teams, clients and stakeholders. This includes liaising with the Client and team as required on a daily basis through emails, phone and Skype.

The Senior Project Manager will supervise and manage contract administration and finance function and staff as well as supervise and mentor junior staff in managing the projects; and will report to the Chief Executive Officer. The Senior Project Manager will also support the business development team as required. This role has an opportunity to be involved in consultancy work, depending on the fields of expertise of the individual, with an agreed additional remuneration and bonus scheme.

Competencies

The Senior Project Manager will possess specialized knowledge, skills, abilities, and experience to use independent judgment in the performance of their duties and be capable of carrying out work with little guidance or supervision. This individual will be a self-starter: dynamic and motivated. The Senior Project Manager will be willing to travel to the project areas as required.

Ideal candidate will have significant experience in the management of international development projects and have relevant qualifications. She/he will be able to demonstrate effective planning, management, negotiation, communication and leadership skills, experience with key international donors, strong proficiency in MS Office software, and broad understanding of technical issues relevant to our core sectors. Competencies in Project Management tools and software is desirable (e.g. Prince 2 certification, MS project software). Specific technical knowledge of one or more of the core sectors (agriculture development and natural resources management, including water resources, coastal and marine resources, climate change adaptation, and disaster risk management) will be highly regarded. Fluency in English is essential, with other languages desirable. Eligibility to work in a permanent position in New Zealand will be considered an advantage.

Company culture and rewards

FCG ANZDEC is dedicated to offering their employees ongoing professional development. We pride ourselves on having a multicultural team of charitable and environmentally-conscious staff, with a high sense of contribution to poverty alleviation and environmental protection. We value a strong team culture where we enjoy having a laugh and working hard at the same time. We also offer flexible working arrangements with additional special leave; on the job training and continuous development; opportunities to engage with and get support from a hands-on and approachable management that recognizes and values team members; regular staff development opportunities with financial reward for excellent performance; possibility to travel to project countries and be emotionally rewarded by seeing the real impacts on the ground of the day-to-day actions in the office; and career development as the company grows.

If you're looking for challenging work and a friendly environment, and you take pride in your work and like being able to get on with it and deliver, then we want to hear from you.

Please send your CV and cover letter to consult@fcganzdec.co.nz

Candidates must be willing to provide at least three references and should be aware that only candidates who have been considered for the position will be contacted.

The closing date for applications is 6 May 2018.