

**PERSON SPECIFICATION**

<b>Job Title:</b>	Project Manager – TRADE Hub
<b>Programme:</b>	Science
<b>Job Reference No:</b>	AD1050
<b>Grade:</b>	D/D+

**QUALIFICATIONS / EDUCATION****Essential:**

Masters or equivalent in environment or trade related discipline

**Desirable:**

Project administration and management qualifications, and the associated experience of management of internal and external reporting processes, including training in using the Deltek project management system.

**EXPERIENCE****Essential:**

- Management of large complicated international development projects that work across many countries
- Trade and environment experience
- Experience of working on human development issues

**Desirable:**

- Expertise in analysis of wildlife trade, wild meat trade, and commodity trades in developing to developed countries
- Modelling of trade flows expertise
- Business expertise
- Working experience with Universities and other research bodies in the UK and around the world

**SKILLS**

- Strong project coordination/management skills
- Good financial understanding of project funding
- Planning organisation skills
- Adaptable and flexible
- Solution based approach to problem solving
- Excellent team skills
- Client relationship building expertise
- Stakeholder management
- Excellent Communicator
- Strong influencing skills
- Experience of Chairing meetings
- People management skills
- Negotiation skills
- Fluent in written and spoken English
- French, Portuguese, Chinese, Swahili or Indonesian language skills desirable

**TYPE OF PERSON REQUIRED**

Faced with the challenge of fully integrating research, capacity development, policy engagement and outreach components, the post-holder be required to build mutual understanding and trust, taking time to develop strong relationships with colleagues across the partnership. This will demand skills and attitudes for respecting, valuing and drawing the best out of the expertise, knowledge and contribution of all partners. Sensitivity to different institutional and country systems and cultures, and setting clear, realistic expectations will be paramount, as will investment in regular communications and face-to-face meetings.

A well organised team player, able to work under pressure and on a complex, multi-faceted project. Someone who is flexible and resilient to unexpected and unplanned changes in a plan and still able to achieve the result required.

- Adaptable Project Manager with strong interest in multidisciplinary working and capacity development who is able to work collaboratively with others, inside and outside the organisation
- Able to prioritise and balance multiple and competing demands on time and cope with challenges of working in the developing country context
- Flexible and willing to do 'what is required' to deliver projects on time, including with collaborators from different cultures and in different time zones
- Team player happy to work in open office situation with colleagues from many disciplines and to spend time in Brazil, Gabon, DRC, RoC, Cameroon, Tanzania, Indonesia, China, Thailand and other countries.

The post holder will be expected to interact in a professional manner with clients and partners.

#### **OTHER RELEVANT INFORMATION**

This is not a United Nations Post