

# Candidate Brief

## Project Manager

CABI Wallingford/Egham (UK) or  
CABI Kenya (Africa)

May 2018

## CABI BACKGROUND

CABI is an international not-for-profit organization that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment. CABI is an intergovernmental organization that can trace its origins back to 1910. Our 48 member countries guide and influence our core areas of work, which include International Development and Publishing.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

### International Development projects and research

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge.

### CABI's Knowledge Business

CABI produces key scientific publications, including CAB Abstracts – the world-leading abstracting and indexing database covering applied life sciences. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. CABI invests its publishing surpluses directly into development projects, helping to improve livelihoods worldwide.

For more information go to [www.cabi.org](http://www.cabi.org) and [www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	Project Manager
<b>Salary range:</b>	We offer a competitive package in the not-for-profit development sector
<b>Reporting to:</b>	Global Director, Knowledge Management
<b>Direct reports:</b>	None currently, but functional management of work package leaders
<b>Key peer group:</b>	Project Managers, Project Development Officers, Marketing Managers, Country Coordinators
<b>Location:</b>	Wallingford/Egham, UK or Kenya, Africa

If applying in the UK, in order to process any applications from nationals outside of the EU and UK, we would require documentation to show the applicant is currently resident and able to work in the in the UK, or is able to relocate on own means and possesses full authorisation from the UK Border Agency (for further information please use the following link <http://www.ukba.homeoffice.gov.uk/>)

### Purpose of the role:

This is a senior role for an experienced project manager. You will be responsible for developing and delivering major projects in support of the Sustainable Development Goals and CABI's Knowledge Management project portfolio, applying digital tools and data to support food security, agriculture, and improved environmental management in developing countries.

The role requires the use of PRINCE2 and/or Agile (Scrum) to manage large, multidisciplinary projects, involving colleagues from across CABI and its regional centres, as well as a broad range of partner organisations. Excellent communication and negotiation skills and high levels of diplomacy and tact are required for the development and management of consortia, and for managing relationships with key internal and external stakeholders.

You will be responsible for technical and financial management of projects, including budgeting and budget management, project planning, functional management of internal and external project teams, reporting to donors, monitoring & evaluation, ensuring sustainability of interventions, and handling all PRINCE2 processes and documentation.

You will also have a key role in developing innovative project concepts, and securing project funding in line with the theme strategy and logframe.

This post will be located in CABI's UK or Africa office, but with substantial interfacing with other CABI centres around the world, including frequent project travel.

### Key accountabilities:

- Design, implement, plan, and manage large and strategic knowledge management projects
- Co-ordinate and manage cross-disciplinary project teams working in a PRINCE2 and/or Agile Scrum environment
- Manage the finances of projects, including producing project budgets, ensuring project profitability, managing budgets, responding to any questions raised at audit, and handling invoicing and payment to collaborators
- Ensure that projects are delivered on time, within budgets, and to the satisfaction of donors
- Develop project plans covering the full project cycle, and maintain all project-related documentation
- Oversee and supervise the work of external partners, including overseas partners worldwide, ensuring that their activities and results are delivered on time, within budget, and to quality standards
- Carry out internal and external project reporting to high standards
- Prepare and deliver workshops
- Oversee the monitoring and evaluation of projects, demonstrating impact and cost effectiveness
- Take a leading role in business development, actively cultivating external contacts, seeking out project opportunities, and leading the development of project proposals
- Engage with staff across the centres to promote the role of data and information in development, and to get digital & data elements written into projects
- Contribute to the development of the Knowledge Management strategy, in line with CABI's Medium Term Strategy
- Build and manage relationships with external donors, partners, and consultants to achieve strategy; act as a key point of contact for CABI with a wide range of external stakeholders
- Promote CABI's Knowledge Management projects and disseminate results, through activities such as publications, participation in scientific conferences, and liaising with the Marketing team for promotional materials and media opportunities
- Provide mentorship for less experienced project managers, and strengthen project management capacity within the Knowledge Management team
- Take responsibility for the line management of staff, summer students or interns as necessary
- Interface with any other relevant CABI project teams and products to ensure a joined-up approach to development and delivery

# CANDIDATE PROFILE

You will have at least five years of project management experience, ideally in the fields of knowledge management, international development, agriculture, or the environment. Excellent communication, planning and organisational skills are essential, as well as the ability to lead cross-functional teams to deliver a defined set of outcomes and objectives.

## Knowledge & Skills

### Required

- Excellent project management skills, preferably with a formal qualification
- Use of project management software and documentation
- Strong Monitoring & Evaluation skills, and familiarity with common methods
- Strong financial literacy and budget skills
- Understanding of behavioural change programmes and interventions
- Ability to work with external partners in a collaborative manner, giving advice & support where needed
- Proven skills to collaborate in and broker partnerships between entities from different sectors (government, NGO's private sector), and working in a multi-cultural environment and team
- Proven ability to manage challenging partner and/or donor relationships
- Strong negotiation and advocacy skills
- Ability to prioritize multi-tasking work under pressure to meet strict deadlines
- Good communication skills and report writing ability (English a prerequisite, other major international languages are an advantage)
- IT literate with excellent MS Office skills
- Attention to quality, ensuring that project outputs are produced to high standards

### Desirable

- Proficiency in multiple languages

## Education & Qualifications

### Essential

- MA/MSc in relevant area essential, higher degree desirable
- Formal project management qualification (ideally PRINCE2 and/or Agile/Scrum)

### Desirable

- Higher Degree in relevant area

## Experience

### Required

- 5 years+ of experience in project management experience, ideally in the fields of knowledge management, international development, agriculture, or the environment.
- Proven ability to work effectively in a multi-cultural, virtual team environment
- Demonstrated ability to manage multiple projects simultaneously
- Experience of working with common M&E tools (e.g. logframes, theories of change, monitoring plans) and methods (e.g. experience commissioning impact assessments)

### Desirable

- Experience of working with ICTs in developing countries is highly desirable
- International experience
- Experience of market research and product development

## Personal Characteristics

- Excellent oral and written communication skills are essential and will be key to the success of the role
- Ability to present ideas in user-friendly language to non-technical staff and end users
- Excellent interpersonal skills and teamwork
- Willingness to travel regularly
- High level of integrity and empathy
- Cultural awareness and sensitivity
- Good judgement and decision making skills
- Self-motivation and dedication
- Ability to work to tight deadlines under pressure
- Flexibility and adaptability
- Multitasking
- Positive attitude
- Creative/innovative ability

### NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.

## EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

## HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 21/2018 to [recruitment@cabi.org](mailto:recruitment@cabi.org) Please state where you saw this advertisement.

**Please note closing date for receipt of applications is 12 noon (UK time), Monday 4 June, 2018**