

Project Executive Monitoring, Evaluation and Learning Division



About Landell Mills

Landell Mills is a private company that provides consulting services to developing and emerging economies. In addition to technical advisory services, we provide **monitoring, evaluation and learning services** to clients in the following areas:

- Markets, enterprise and trade;
- Agriculture, fisheries, food security and nutrition;
- Natural resource management, climate change and disaster resilience and adaptation;
- Policy dialogue, governance and regional integration.

Some examples of our current evaluation portfolio include:

- *Evaluation of the EU's engagement with civil society in the enlargement, neighbourhood regions and Russia*
- *Evaluation of the EU's humanitarian response to the refugee crisis in Turkey*
- *Evaluation of transport and logistics in the European Commission's civil protection and humanitarian aid operations*
- *Performance evaluation of the New Alliance Information and Communication Technologies (NA ICT) Agriculture Extension Challenge Fund.*

We work in English, French, Spanish and Portuguese, with 40 staff based at our offices in Trowbridge (just outside Bath, UK) and Blackrock (just south of Dublin, Ireland) and with numerous other consultants throughout the world, and project offices in key locations, including in Brussels, Afghanistan and Sudan. Full details of the company can be found at www.landell-mills.com

The role

Landell Mills has a growing portfolio of monitoring and evaluation contracts, and clients. In this busy and varied role, the **Project Executive** will be engaged in both business development and project management. This will include preparation of technical and financial proposals and management of specific evaluation contracts (such as those listed above). It will also include project management support to larger, long-term technical assistance contracts, such as *Results-Oriented Monitoring (ROM) of EU projects and programmes in the Asia Pacific region*, and the *Evaluation Support Service* which provides methodological and capacity building support to the EU's Development Cooperation services in its headquarters and delegations worldwide.

Duties and responsibilities

The specific tasks of the role are to:

Project management

- Work with consultants, clients, beneficiaries and donors for the successful execution of contracts.
- Support delivery of evaluations and key technical deliverables, including inception, desk and final reports.
- Monitor financial performance and ensure compliance with EC administrative and financial regulations and reporting.
- Provide day-to-day contractual, financial and logistical support to experts.

Business development

- Identify and liaise with consultants and business partners on the development of evaluation and other M&E related tenders.
- Lead on, and support in the preparation of expressions of interest and tender proposals for commercially viable project opportunities, including administrative, technical and financial content.
- Track, proactively identify and follow up new business opportunities.
- Position the company for future work through networking with donors, consultants and partners, and country visits and client contact.

In doing the above, you will be expected to contribute positively to the company's profitable portfolio of work and its reputation for successful project acquisition and implementation. You will work within a team of Project Executives and MEL Specialists, reporting to the manager of the Monitoring, Evaluation and Learning Division.

Person specification

Skills	Essential <ul style="list-style-type: none">• A graduate in economics, social sciences, or other related fields.• At least three years of experience in project management, preferably in the international development sector.• Thorough understanding of donor reporting requirements and managing donor relations.• Business orientated and numerate, with an interest in delivering both new business and attaining financial targets on existing contracts.• Demonstrated ability to effectively manage relationships with different internal and external stakeholders.• Strong organisational skills and ability to work to a high standard, prioritise multiple tasks and meet deadlines.• An interest and/or experience in monitoring, evaluation and learning.• Positive and flexible attitude and team-oriented approach.• Good attention to detail.• Perfectly fluent in English.• Fully computer literate. Desirable <ul style="list-style-type: none">• Language skills in French (and/or Spanish)
Other requirements	<ul style="list-style-type: none">• Interest in developing M&E knowledge and skills through internal and external training and/or knowledge sharing events.• Commitment to sharing lessons and supporting best practice in M&E across the organisation.

Candidates should also have an interest and ability to travel outside the UK and must be eligible to work in the UK.

What we offer

- A full-time position within a company with highly-developed expertise and experience;
- A competitive salary – commensurate with experience;
- A workplace pension;
- 24 days of holiday per year;

- Flexible working provisions.

A variety of non-contractual benefits is available, including but not limited to an annual bonus scheme; travel insurance; a holiday buyback scheme; and discounted long-haul flights through our partner companies.

How to apply

Please write a covering e-mail or letter explaining why you wish to be considered for this position, and submit this and a full CV to HR@landell-mills.com. Please write "Project Executive – MEL" in the heading. Please also state your current/ expected salary and indicate when you would be able to take up the role. The deadline for applications is midnight on Monday 21st January 2019.