

# Terms of Reference

## Project Management Consultant

<b>Job Title:</b>	Project Management Consultant	<b>Location</b>	Remote based (ideally similar time zone to the UK)
<b>Position Type and salary:</b>	Consultant (for one month) Salary based on experience and qualification	<b>Start date</b>	As soon as possible

### Role Summary

We are seeking an experienced Project Management Consultant to join our small team at Shabaka. You will support the development and streamlining of our projects and partnerships processes, ensuring that Shabaka is positioned to solve issues, create value, maximise growth and improve our business performance.

As a small team, we are looking for dynamic, solution-focused candidates and enjoy working in a dynamic and fast-paced environment.

Candidates should have extensive knowledge and expertise in using technical project management tools and methodologies and ideally hold practitioner certification, such as PRINCE2. Also, Candidates should have excellent attention to detail and strong interpersonal skills to communicate complex information in a simple style. Experience of working on diaspora, development and/or humanitarianism would be considered an asset.

### About Shabaka

Shabaka is a values-driven consulting and research organisation focused on diaspora's humanitarian preparedness, response, and recovery engagement. It was established in 2014 to help fight the injustices that leave entire communities disadvantaged and shut out from socio-economic and political progress. We see this clearly in the throes of the coronavirus pandemic; 'business as usual' is now more than ever not good enough. We should not lose any more time to bring about equitable change. Furthermore, diasporas – people living outside their countries of heritage – are overlooked by important actors in strengthening existing humanitarian architecture.



## Main duties and responsibilities

The Project Management Consultant role includes the following duties:

- Review current project management processes and capabilities.
- Provide an overview of weaknesses in current processes and controls and recommendations for better processes and controls.
- Support the implementation of new tools, processes, and procedures to streamline and standardise internal project planning and project management.
- Change management and transformation support.
- Any other related tasks as required.

### Deliverables

- Audit report on current project management processes, gaps and recommendations.
- Based on the findings, create templates for project design and management to address gaps and enhance programme management delivery (such as theory of change, Gantt chart, RACI and project review templates)
- Organise and deliver a workshop for the Shabaka team on the use of project design and management tools.

## Qualifications and Competencies

<b>Education</b>	Studies in International Development, Migration, Politics, Business or related discipline.
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ 10 + years of project/programme/portfolio management experience is essential (certification in a recognised project management qualification is desirable)</li><li>▪ Knowledge/awareness of International NGO's/ Organisations/ charity ecosystem globally or/and in the UK</li><li>▪ Experience in developing and managing budgets</li><li>▪ Experience of diaspora engagement</li></ul>
<b>Competencies</b>	<ul style="list-style-type: none"><li>▪ Able to work independently and remotely</li><li>▪ Solid analytical, drafting and organisational skills</li><li>▪ Excellent numeracy skills and use of Excel</li><li>▪ Able to work in a multicultural environment and establish harmonious and effective working relationships.</li><li>▪ Ability to manage own workload.</li></ul>



- Attention to detail, good prioritisation and planning skills.
- Exceptional reliability, good interpersonal and communication skills.
- Flexible and positive attitude with the willingness to re-prioritise workload to respond to emerging demands.
- Excellent oral and written communication skills in English. A second language is an asset.

## Making a difference

Your input will shape how we present ourselves to our stakeholders, funders and the general public and deliver high-quality projects. With your help, we will be able to continue to amplify diasporas' voices, which enables them to respond more effectively to humanitarian crises where they live and heritage countries.

### *What is in it for you*

You would become part of our small, friendly team working for an organisation focused on often marginalised communities. And you will have the opportunity to use your time to make a real difference during unprecedented times. You will have the opportunity to also work on projects delivered in partnership with governments, UN, NGO and private sector actors.

### *Where you will be working*

You will work entirely remotely. Our team includes staff and consultants in multiple locations, including in Europe and North America.

## How to apply

Please send your CV (no more than two pages, including two referees) alongside a cover letter (no more than two pages) to tell us why we should hire you, your availability and what you hope to achieve in this role and email it to us by **12 pm (UK time) on 1 June 2021** at: [info@shabaka.org](mailto:info@shabaka.org)