

# PROJECT COORDINATOR

**ORGANISATION CONTEXT:** The Leadership Team is passionate about supporting its clients to achieve their mandate – their key reason-for-being or purpose - because we believe effective organizations have a positive impact on society and contribute towards a sustainable global future. We help leaders identify what success looks like for their unique enterprise, and then provide practical tools that will enable them to get there. Our clients are within the East African Region- Uganda, Kenya Tanzania, and Rwanda, as well as Europe and the United States. Our multi-national team is composed of experienced consultants specialising in Organisational Development, Human Resource Management, Monitoring and Results Management and Strategy Development. These skilled professionals have extensive experience delivering solutions for organisations in public, private, development, and SME sectors, making them unique in providing tailored made solutions.

**JOB PURPOSE:** The Project Coordinator is responsible for working with Lead Consultants and makes a valued contribution to the business by managing project delivery to achieve client satisfaction. The job holder will provide specialist expertise in end-to-end project management, ensuring that The Leadership Team’s activities – all the way from proposal development through to successful delivery of project goals - meet the expectations of our clients. Key tasks include: scanning for calls for proposals, ensuring that the team is coordinated to submit bids on time and to standard, planning and resourcing projects, coordinating the team to deliver on time and to standard, and liaising with the Finance Officer to support invoicing and payments. The Project Coordinator will be an efficient resource who can manage multiple projects simultaneously and operate with urgency, credibility, and mindful prioritization.

**REPORTS TO:** Managing Director

Section 1: Scope of Responsibilities	
Area of Responsibility	Goals & Action Steps
<b>Contribute to Sales Pipeline Achievement</b>  In liaison with the Lead Consultants and the Finance team, monitor the TLT sales pipeline to ensure that sales targets are achieved, following up on proposals submitted, and supporting the team to achieve signed contracts	Proactively engage with the team’s sales and marketing initiatives; in particular, providing logistical support in events management and production of marketing materials
	Regularly scan newspapers, websites & e-mailed Terms of Reference for potential new business, alerting Management of any opportunities; make the first review of TORs, bid requests etc., highlighting key requirements for the proposal
	Organise and coordinate the team to develop proposals in line with client requirements (includes booking adequate time for technical consultants to develop the technical proposal); provide quality control and logistical support to ensure that all required documentation is ready for timely submission
	Work with Lead Consultants to develop project timelines, resourcing plans, and budgets – initially for inclusion in financial proposals, but ultimately for entry into a project management system; over time, develop the ability to lead the team in this regard
	Support Lead Consultants with the logistics of client sales presentations and the early-assignment negotiations that lead up to signing of the contract; ensure full understanding of client requirements, especially milestone deliverables

<p><b>Project Planning, Coordination &amp; Monitoring</b></p> <p>Provide end-to-end project management and coordination for all of The Leadership Team’s projects, ensuring that the desired results and final impact are achieved on time and to standard</p>	<p>Lead the development of a detailed project plan for each assignment, including:</p> <ul style="list-style-type: none"> <li>• Developing a comprehensive understanding of the work that must be completed by each team-member to deliver against each milestone deliverable</li> <li>• Using a suitable project management system to schedule the work; including booking the time of the (staff or associate) consultants involved</li> <li>• Communicating clear expectations to each team member involved in the project; including development of associate assignment sheets</li> <li>• Communicating payment milestones to the Finance Officer for entry into the cash flow forecast</li> </ul>
	<p>Take an overview of all of The Leadership Team’s projects, monitoring implementation of the portfolio; provide Lead Consultants with updates on project status, helping to trouble-shoot any delivery shortfalls</p>
	<p>Act as a Junior Associate on projects, for instance by:</p> <ul style="list-style-type: none"> <li>• Liaising with clients to organise and coordinate meetings and events</li> <li>• Taking notes and assisting with reporting</li> <li>• Preparing materials</li> <li>• Administering questionnaires and psychometrics (including report generation)</li> <li>• Carrying out research or interviews related to projects</li> </ul>
	<p>Coordinate end of project review sessions with both the project team and client management, assessing project performance, taking key learnings into future project planning, implementation, and obtaining client M&amp;E data and endorsements</p>
<p><b>Information Management</b></p> <p>Manage the team’s shared filing system of paper and electronic records, files, and resources; ensuring that materials comply with TLT’s Brand, are well organised and secure, and can easily be accessed when required by authorised persons</p>	<p>Work with Senior Management to maintain The Leadership Team’s central information hub and document management system; ensuring that TLT’s on-line filing system is set up and accessible to all authorised personnel</p>
	<p>Support the team in documenting The Leadership Team’s products, getting materials and facilitator guides uploaded and made available to the team when required</p>
	<p>Liaise with The Leadership Team staff and associates to ensure that they use the most recent version of all product documentation and templates</p>
	<p>Liaise with the Website provider to update the website and upload information as required</p>
	<p>Ensure that files and contracts for personnel, associates, service providers etc are complete, accurate, and up to date</p>
<p><b>Office Management</b></p> <p>Ensure the smooth running of the office to provide a conducive work environment and support the team in optimising their productivity</p>	<p>Act as Executive Assistant to the Senior Managers; taking initiative to notice activities where logistical support could be provided, or where administrative support could enhance efficiency</p>
	<p>Work with the Finance Officer to ensure all payments to associates and any staff expense claims, are made accurately and on time; ensuring TLT’s management of rewards &amp; benefits is value adding and motivates the team</p>
	<p>Pass messages and liaise with contacts as requested; always representing The Leadership Team brand effectively</p>

Work with the Finance Officer to organise meetings, make travel arrangements, and generally provide logistical support as required

**And other duties as assigned by the Managing Director**

<b>Section 2: Job Competency Level</b>	
Commitment & Drive for Results	<input type="checkbox"/> Reliably accomplishes work expectations <input checked="" type="checkbox"/> Drives to accomplish important outcomes & ambitious about making a difference <input type="checkbox"/> Leads others and manages for strategic success
Proactivity & Innovation	<input type="checkbox"/> Is engaged and self-starting <input checked="" type="checkbox"/> Drives action, innovation, and change <input type="checkbox"/> Envisions the future & leads large scale change
Resource & Business Management	<input type="checkbox"/> Takes responsibility for efficient and ethical use of resources <input checked="" type="checkbox"/> Ensures resources are deployed effectively for maximum benefit <input type="checkbox"/> Ensures the financial viability and success of TLT
Relationship Building	<input type="checkbox"/> Understands and appreciates others, acting in a friendly, cooperative manner <input checked="" type="checkbox"/> Takes initiative to build strong relationships and cooperation with and between others <input type="checkbox"/> Leads and builds teamwork
Communication & Influencing	<input type="checkbox"/> Is aware of personal impact on others and adjusts accordingly <input checked="" type="checkbox"/> Deliberately adjusts behaviour and style in order to influence and communicate effectively <input type="checkbox"/> Networks strategically and builds relationships of influence
Thinking & Problem Analysis	<input type="checkbox"/> Thinks ahead before acting <input checked="" type="checkbox"/> Thinks logically and analytically <input type="checkbox"/> Thinks conceptually and strategically in order to manage complexity

Learning & Resourcefulness:	<input checked="" type="checkbox"/> Is emotionally grounded and resourceful; willing to learn and improve <input type="checkbox"/> Displays 'learning agility'; is committed to continuous personal development and is recognised as an expert <input type="checkbox"/> Promotes a learning culture and strategically manages knowledge
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### Section 3: Job Requirements

**Educational Qualifications:**

- A good quality bachelor’s degree from a recognised University
- Project management qualification or equivalent experience

**Job related experience and knowledge:**

- At least 3 years recent experience in a project support or complex administrative role in an organisation with a reputation for quality service delivery
- Demonstrated track record of coordinating and scheduling multiple concurrent activities or projects; able to multi-task and keep track of multiple deliverables simultaneously
- Demonstrable track record of producing superb written work; able to provide examples of reports that s/he has collated and produced
- Experience of supporting multiple levels of management; able to build relationships, and act with competent professionalism when dealing with client executive management and boards
- Experience of working in a multi-cultural organisation &/or with clients from different cultural backgrounds

**Required Skills**

- Proficient working knowledge of MS-Office suite of software applications and tools, including Microsoft Word, PowerPoint, Outlook, and any project management tool (e.g. Microsoft Project or Open Project)
- Oral communication skills sufficient to gather information and relay project information clearly to project stakeholders
- Ability to work with data/ information, achieving thoroughness and accuracy when accomplishing pieces of work
- A self-starter, multi-tasker, who can proactively and efficiently deliver needed project services
- High standard of English language including the ability to write an excellent report; typing speed in the region of 40 words per minute or faster

**How to Apply:**

- a. Review complete job descriptions by visiting [www.theleadershipteam.org](http://www.theleadershipteam.org)
- b. Please make applications by clicking on the link below: <https://theleadershipteam.applytojob.com/apply/nNrKlyX0BK/Project-Coordinator> and follow the instructions.
- c. Applicants are strongly advised to read the full job description before submitting their application. Deadline for all submissions is **12th December 2020**
- d. **Please note that only successful candidates will be contacted**