Project Manager

We are seeking a Project Manager to plan and successfully deliver the British Council’s components of the “Enterprise” project.

<table>
<thead>
<tr>
<th>Location</th>
<th>Kandy, Sri Lanka</th>
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<tbody>
<tr>
<td>Duration</td>
<td>36 months (3 years)</td>
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<tr>
<td>Closing date for applications</td>
<td>13 August 2017</td>
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Role overview

ABOUT THE PROJECT

British Council recognises social enterprise as a platform to achieve fairer, more inclusive and sustainable economies. Through our Global Social Enterprise Programme, we aim to bring about positive change in the global economy and society. We work with governments to support the creation of enabling policy and legislative environment conducive to the establishment of social enterprises and flows of social investment. We work with civil society organisations to empower marginalised and vulnerable communities (with a strong focus on women and youth) to fully participate in the economic development. We also work with the private sector focusing on micro small and medium size enterprises (MSMEs), to support innovation and scale of social enterprise.

In Sri Lanka, we are committed to working with partners to support the growth of the social enterprise sector in the country and will draw from our extensive experience, both globally and regionally. This effort will support integrated rural development in the most vulnerable districts of the Central and Uva Provinces of Sri Lanka.

The project is starting in October 2017 and will be implemented in partnership with CARE Germany-Luxembourg and Chrysalis.

The overall objective of the programme is to contribute to improved socio-economic wellbeing of rural and estate communities in the Uva and Central Provinces of Sri Lanka.

The specific objective is to support the development of an enabling and empowering business environment for establishing and sustaining income-generating and employment opportunities for vulnerable women, youth and their communities in the Uva and Central Provinces.

The project will deliver two outputs:

Output 1: Establishment and strengthening of SMEs (including social enterprises) led and managed by young men and women from rural and estate communities.

Output 2: Increased voice and participation of women and youth in decision making around employment creation, business development and economic growth of the rural and estate sectors.
The post holder will be **responsible** and **accountable** for the successful delivery of activities of this project granted to the British Council over a period of 3 years:

The post holder will be based in the Project office in the Kandy office with regular travel to project locations and will lead the project, coordinate internal and external resources, be responsible for contract and financial management, office setup and project management for the British Council project components. The post holder will line manage a team of staff and will represent the British Council project component at an institutional level with the Government of Sri Lanka and the EU Delegation in Sri Lanka (together with the Senior Responsible Officer) whenever necessary. This post is accountable to the British Council’s Head of Programmes, who is also the Senior Responsible Officer for this project. All short term technical experts appointed for this action will also be contracted by and report to the Project Manager. The post holder will also responsible for liaising with the lead contractor CARE Germany-Luxembourg and with the other partner (Chrysalis).

**ABOUT THE ROLE**

The purpose of the role is to plan and successfully deliver the British Council’s components of the ‘Enterprise’ project funded by the European Union (EU), CARE Germany-Luxembourg and the British Council, and implemented in partnership with Chrysalis, ensuring that it meets the agreed time, cost, quality, output and outcome targets.

The role will be **accountable** for the successful planning and delivery of the British Council components of the project.

S/he is **responsible** for:

- the successful implementation of project according to the project management plan and ensuring that client, corporate and project standards are fully met
- the designing of the grant disbursement strategy for the project
- overseeing the delivery and management of the contract through project inception, implementation and closure
- managing the British Council project team
ensuring timely and accurate project support (financial, technical, logistical and operational)
Managing relationships with stakeholders including the EU, CARE-Germany, Chrysalis and local delivery partners
Reporting to the Senior Responsible Officer on progress and plans
Managing the relationship with the advisory committee

Main duties will include:

**Project management – planning, implementation, and closure**

- Produce, plan and report (project management plan, progress reports, closure plan, closure report) in consultation with team members, ensure that the plan and annexes are reviewed and updated at regular intervals
- Ensure that the project delivers and is in compliance with the project management plan
- Oversee the delivery of project outputs taking responsibility for the overall progress and the use of resources and initiating corrective action where necessary
- Identify and manage risks, issues and possible changes to agreed scope
- Manage information flow to and escalate issues, risks and proposed changes to the Head of Programmes (SRO) coordinate and manage client reporting and public communications
- Coordinate and manage the project input to external review, including regular annual review and final programme evaluation
- Contribute to lessons learning exercises and ensure that project learning and recommendations are documented and disseminated to relevant stakeholders
- Ensure regular communication with other project implementing partners to ensure appropriate coordination and coherence between components

**Financial and risk management**

- Plan, forecast and monitor project budget through SAP, and ensure targets are met
- Ensure all sub-grants in the project are disbursed effectively and efficiently
- Ensure timely and accurate client invoicing and reporting
- Ensure that British Council and EU financial policies and processes are adhered to
- Ensure transparent financial management of the project and oversee internal and external financial audits

**People management**

- Manage performance of the Field Coordinator, the Grant Coordinator and the Project Finance and Administration Coordinator
- Lead and motivate the British Council project team
- Contract and manage short term technical experts

**Advocacy and Stakeholder relationship management**

- Establish and manage relationships with stakeholders identified in the stakeholder management and communications plan
- Manage the contractual relationship between British Council, CARE Germany-Luxembourg and the EU Delegation
Represent the project and British Council in stakeholder meetings

Key Relationships:

The post holder will need to develop successful relationships with:

Internal – Sri Lanka Society Programme team, Head of Programmes, Partnership and Business development team, Country Director, Global and Regional social enterprise teams, Regional Business Delivery teams, Manager Marketing and Communications, British Council EU Liaison Team (Brussels), Contract Management team (UK) and Resources team (Finance, HR, Facilities and IT).

External - Chrysalis project team, local delivery partners, EU delegation, relevant government institutes and other local government institutes

QUALIFICATIONS AND EXPERIENCE REQUIRED

Interested candidates should have the following qualifications, skills and professional experience:

Essential:

- Minimum 5 years of experience in development sector projects
- Clear ability to identify, design, plan, manage and evaluate projects from initiation to completion and to achieve the stated outputs and results and keep to budget, timescale to client satisfaction.
- Experience in managing donor funded projects.
- Excellent written and spoken English and Sinhala/Tamil.

Desirable:

- Experience in social enterprise/SME sector projects
- Project management qualification (professional or university degree)
- University degree (Masters) in social sciences or related field
- Experience in managing EU funded projects

Other requirements

- Sri Lankan citizen or in possession of a valid work visa to work in Sri Lanka.
- Under our Child Protection agenda, the post-holder will be required to undergo reference checks and submit a Police Report prior to appointment.