

## Senior Project Specialist (m/f)

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### JOB ADVERT

Job Reference 50030738

Job Title Senior Project Specialist in Sarajevo, BH

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### Job Advert Details

#### Role Overview

The EBRD Sarajevo RO is seeking a Senior Project Specialist who will be responsible for identifying potential clients and consultants, managing advisory assignments with clients and promoting best practice in the project cycle. The Senior Project Specialist will work with clients to assess their business needs and identify areas for business advice, develop the scope of advisory projects and identify suitable consultants or experts for the assignments. He/she will manage advisory projects through the stages of conception, implementation, completion and impact evaluation. The Senior Project Specialist will proactively manage his/her portfolio of projects and support the other members of the team where needed to raise the quality of SBS projects in the country as well as their impact.

The Senior Project Specialist will support the National Programme Manager to implement market development and visibility activities. The Senior Project Specialist will provide backstopping support for the National Programme Manager in the country and develop relations with clients, consultants, EBRD banking colleagues as well as SBS staff in other countries and HQ to share knowledge and develop best practice.

SBS helps small and medium-sized businesses to grow and become genuine catalysts for their local economies by providing access to local and international experts. Some clients will benefit from investment, but SBS also strives to create healthier, more innovative and successful businesses. Through its work to improve the quality and availability of local consultancy services, SBS aims to leave behind a network of trained, experienced local consultants, and a thriving community of small and medium-sized businesses willing to pay for advice.

Activities are delivered through two complementary products: Business Advisory Services (BAS), focused on narrowly-defined projects such as strategy and quality management carried out by local consultants, and the Enterprise Growth Programme (EGP), which draws on the industry expertise of international advisers over a longer period to strengthen the overall management and operations of client businesses.

Each SBS project is funded by donors, including around 20 countries, the European Union and the EBRD itself. SBS clients also make a contribution to the cost, ensuring their full commitment. SBS rigorously monitors and evaluates the impact of its work. Active projects with clients are monitored at regular intervals, and one year after every project, SBS returns to the client to measure impact.

The Senior Project Specialist connects clients to local consultants and international advisers depending on their business needs. He/she is responsible for managing resulting advisory projects, ranging from strategy and marketing, organisation and operations, technology and engineering, quality and financial management to energy efficiency and environment, through the stages of conception, implementation, completion and impact evaluation. The Senior Project Specialist directly contributes to developing and managing the SBS country portfolio of projects and managing relationships with the clients benefitting from the projects.

### Accountabilities & Responsibilities

- Support the National Programme Manager to develop and implement the SBS annual operational plan for the country, as well as other operational and strategic efforts.
- Lead SBS projects including developing the work plan, selecting advisors, and making regular client visits to ensure programme objectives to be achieved.
- Support HRP and Senior Managers to establish and sustain good relations with donors and other stakeholders to identify and recommend funding leads and support the development of funding proposals.
- Originate and develop the pipeline of potential clients who meet the qualifying criteria, taking particular responsibility for ensuring compliance with EBRD integrity standards and making appropriate referrals to support banking business development.
- Proactively diagnose clients business needs on site, identify priority areas for business advice, and help them to identify suitably qualified consultants or international industry experts for advisory assignments.
- Ensure the competitive selection of the consultant, ensure the terms of reference meet standards and prepare the project proposal in line with SBS best practices.
- Monitor market rates for advisory services, ensure the application of the grant guidelines in finalising Grant Agreements with clients, and assist them in negotiating underlying consultancy contracts with selected consultants or experts.
- Manage project implementation to ensure consultants deliver in accordance with the terms of reference and ensure continued client engagement to the project, monitoring client contributions, resolving problems, preparing relevant reports and collecting supporting documentation.
- Recommend project completion to enable disbursement of the grant to the client to the National Programme Manager/HRP.
- Evaluate completed projects in accordance with established methodology in order to assess impact and provide analytical input for further analysis.
- Provide coaching and support to the PS/POs in the team to promote best practices, compliance with SBS methodology and resolve problems that may arise in project implementation.
- Identify new local consultants to recommend to the National Programme Manager for qualification and manage relations with existing consultants and organisations, ensuring a broad pool of expertise is available for SBS projects. Identify strong local industry experts suitable for EGP advisory roles.
- Implement annual consultant review and regularly monitor developments in local consultancy market to guide market development activities.

- Implement market development and visibility activities to promote SBS and the funding donor/s in the country. Under the guidance of the National Programme Manager, support the implementation of market development activities aimed to develop local consultancy market or disseminate best practices within sectors.
- Contribute to the development of internal and donor reports in partnership with the SBS HQ team to inform donors on the progress of activities and utilisation of funding.

#### Essential Skills, Experience and Qualifications

##### Education/Professional qualifications

- Bachelor's degree (Business, Economics, Finance etc.) and/or equivalent business experience

##### Experience

- Relevant professional experience, preferably from commercial management consultancy, corporates or bank, donor organisation, or international support programme.
- Knowledge of local business environment and consultancy market.
- Knowledge of business advisory services.
- Knowledge of donor funded work, donor organisations and national stakeholders such as regional development agencies, chambers of commerce & industry and other SME support organisations desirable.

##### Skills

- Strong business diagnostics skills.
- Strong numerical and analytical skills, understanding of enterprise financials desirable.
- Strong project management and organisational skills.
- Effective communication, presentation and negotiation skills and ability to manage relations with clients and consultants.
- Strong writing skills; experience in writing project proposals, terms of references or reports desirable.
- Fluency in English, both written and verbal. Fluency in language of country of operations.
- Computer literate: excellent knowledge of Microsoft Office including Excel and Power Point, ability to learn new systems quickly.
- Business / financial analytical skills, with the ability to interpret accounts, understanding of local accounting principles and practice of company financial analysis.

##### General

- Demonstrate a knowledge and understanding of the EBRD mandate, passionate about private sector development.
- Ability to work in multi-cultural environment.
- Multi-tasking, self-initiative.
- Ability to meet deadlines.
- Ability and willingness to travel extensively within the country and internationally.

##### Diversity Matters

Diversity is one of the Bank's core values which are at the heart of everything it does. A diverse workforce with the right knowledge and skills enables connection with our clients, brings pioneering ideas, energy and innovation. The EBRD staff is characterised by its rich diversity of nationalities, cultures and opinions and we aim to sustain and build on this strength. As such, the EBRD seeks to ensure that everyone is treated with respect and given equal opportunities and works in an inclusive environment. The EBRD encourages all qualified candidates who are nationals of the EBRD member countries to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities.

This is a fixed-term contract of 24 months.

**Lokacija:** Sarajevo  
**Datum objave:** 10. Jun 2015.  
**Datum isteka:** 06. Jul 2015.