Job Description: Senior Consultant

An accomplished development consultancy professional, you will manage our ongoing projects and develop business in Africa and Asia. Based at our London office and with regular travel you will be a key member of our energetic, expanding team. You will have at least 5 years’ experience working on trade and/or regional integration in developing countries.

Role and Responsibilities

Saana is structured in three core tiers with the following summary responsibilities:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Projects</th>
<th>Business Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors/Principal Consultant</td>
<td>• Management and technical leadership of large projects</td>
<td>• Management and technical leadership of large bids</td>
</tr>
<tr>
<td>Senior Consultant</td>
<td>• Management/technical leadership of medium-sized projects</td>
<td>• Management of medium-sized bids</td>
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<td>• Significant technical contribution to large projects</td>
<td>• Significant technical contribution to large bids</td>
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<tr>
<td>Consultant</td>
<td>• Some technical contribution to components of projects</td>
<td>• Some technical contribution to bids</td>
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<td></td>
<td>• Project administration and coordination of inputs and reports</td>
<td>• Significant contribution to non-technical sections</td>
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The Senior Consultant will be responsible for delivering high quality projects in the trade and regional integration sphere, with particular emphasis on sub-Saharan Africa. S/he will also contribute to winning new business and to Saana’s internal research programme.

Project delivery

- Management of teams and work plans to deliver projects on time, on budget and to demanding technical standards
- Delivery of specific technical inputs
- Financial and contract management, supported by the Project Management Unit.

Business Development

- Manage a portfolio of business development opportunities from initial identification through to full proposal
- Draft key technical sections of proposals especially approach and methodology
- Manage all components of medium-sized bids including technical and commercial methodologies, staffing and budgets.
Input into Saana’s wider suite of marketing materials including Capability Statements and Expressions of Interest

Corporate Development

- The consultant will have the opportunity to conduct/manage research related to practical issues in trade, regional integration and aid effectiveness.
- Contribute to corporate planning and development initiatives
- Develop and maintain relations with a range of clients, associate consultants and partner organisations.
- Performance manage and guide team members on technical and managerial aspects of technical delivery, project management and business development

Qualifications and expertise profile

Technical

We are looking for enthusiastic, committed professionals who are able to work with minimal supervision. You should be a self-starter and able to work under pressure.

S/he will have outstanding technical knowledge of current issues and thinking in trade and regional integration including a strong understanding of several of the following areas:

- Aid-for-Trade programmes,
- trade policy,
- trade negotiations,
- trade in services,
- trade facilitation/logistics,
- intellectual property
- political economy
- trade and gender,
- programme design and appraisal
- monitoring, evaluation and impact

S/he should also have a strong understanding of:

- the international trade architecture and especially the WTO and RECs in Africa and Asia.
- Project Cycle management and the ability to deliver at all stages, including design, implementation and evaluation,
- Institutional development and capacity building

Technical skills in private sector development, especially value chain analysis, market linkages, the M4P approach and labour markets, would also be a significant advantage.

Personal

- A minimum of a Bachelor’s degree in relevant discipline (economics, development, international relations or similar) and preferably a post-graduate qualification.
- Approximately five years relevant work experience gained in a development environment.
- Strong project management skills including the ability to manage teams to deliver high quality work on time and to budget.
- Strong IT and communication skills.
Excellent communication skills including fluency in English with excellent writing skills. Business fluency in French, Swahili or another Saana working language preferred

**What we offer:**

- A competitive salary
- Structured bonus based on individual and corporate performance
- Opportunities for promotion within a clear career development structure
- Opportunity to participate actively in the Saana Institute research programme.
- A dynamic but relaxed and supportive working environment that encourages personal development