

EXTERNAL VACANCY NOTICE

DATE: 26 September 2018

Job Title	Managing Consultant
Vacancy Number	Consult 2018/28/Sept
Closing Date for Internal Applications	Friday, 19 October 2018
Contract Type	Defined Duration Contract
Reporting to	Managing Director of LADA Group
Direct Reports	Project Development and Project Managers, Project Coordinators, Interns, Pupils
Subsidiary	Law & Development Associates (LADA Consult)
How to apply	Interested candidates should apply via email to; hr@ladagroupgh.com With Recruit/Consult Consult 2018/28/Sep as the email subject Attaching the following documents; (a) A covering letter indicating how he/she meets the criteria; (b) A professional and current curriculum vitae (CV); Only shortlisted applicants will be contacted for interviews
Documents Required	CV and Mandatory Covering Letter
Main Purpose of LADA Consult	To provide legal and non-legal consultative services in the main strategic areas of Policy, Legislative and Institutional Development and Local Governance and Development to achieve LADA Group's Goals. This appointment is given on the understanding that you meet the outlined requirements and can execute the duties and responsibilities needed to achieve the expected deliverables.
Role Requirements	<ol style="list-style-type: none"> 1. Abilities: Use initiative, decide priorities, lead and mentor team. 2. At least 7 years post degree relevant experience in similar capacity. 3. Skills: Advance use of Microsoft Office tools, high Level Business report writing and presentation skills, good organizer, and good interpersonal relations. 4. High standard of education in appropriate business or legal field (preferably MBA/LLM) and administration qualifications or economics or similar. 5. Key Capabilities: In-depth research ability, project conception and development, monitoring and implementation, advocacy and fund-raising. 6. Professional and technical knowledge acquired by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices and participating in professional societies. 7. Embodies and lives the values of the organization as well as have the ability to inspire other employees to embody and live the company values.
Role Summary	<p>Under the Immediate Supervision of the LADA Consult Manager:</p> <ol style="list-style-type: none"> 1. You may be assigned the role of Project Coordinator, leading a team of other Associates and Junior Associates to execute assigned projects. 2. You will be assigned to do research work for project/program development and for consultations purposes. 3. You will produce, either by yourself or in association with others, reports, proposals, concept notes, work plans and budgets, articles and other documentation required by the project. 4. You will be required to contribute your own views in the designing of proposals and consultation materials; 5. You will be assigned to develop proposals on law related nature as well as for other areas



	<p>such as gender development for example, and so;</p> <ol style="list-style-type: none"> 6. You will be required to contribute your own views in the sourcing and execution of any program/project of the Consultancy; 7. You will assist the Managing Director or Partners of the Group to establish strategic goals by gathering pertinent business and evaluating trends and options; choosing a course of action, defining objectives evaluating outcomes; 8. You will be assigned to develop monthly, quarterly or annual budgets for a specific project/program; 9. You will maintain quality service by enforcing quality partnership standards; analysing and resolving work quality and problems, and identifying trends and recommending systems for improvements; 10. You will submit weekly task sheets showing your work deliverables; 11. You may be required to prepare logistics and support plans for projects; 12. You may be required to ensure that supervised staff members are adequately trained and cross-trained; 13. You may be required to assist HR to identify additional training needs to achieve high working standards; 14. You may be required to assist the Accounts to ensure that accurate and complete accounting reporting and internal control systems are functioning and that all relevant records are maintained electronically and physically. 15. You will be required to perform other related tasks as required. <p>Field Work:</p> <ol style="list-style-type: none"> 1. You will be assigned to field work to facilitate and conduct consultations in any part of Ghana (as required); 2. You will be assigned to field work in the regions to do presentations and teaching project beneficiaries;
<p>Key Responsibilities</p>	<ol style="list-style-type: none"> 1. Identify, prospect and procure new projects to be executed by LADA Consult; 2. Organize, coordinate and manage (multiple) projects and trainings; 3. Writing of proposals; 4. Accurate writing of project reports; 5. Execute projects in various parts of the country; 6. Other administrative duties as required.
<p>Experience</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. Previous leadership or managerial experience (min 4 years) at mid or senior level in similar role; 2. Minimum 7 years of relevant work experience in law practice, work in a corporate environment or other relevant post qualification experience or post-degree work experience in a relevant field: development sector, policy, law, human rights, NGO sector, project management/implementation or coordination 3. Excellent ability to synthesize meetings, reports, briefing papers, etc. 4. Excellent written communication with proven experience in high- level report writing 5. Proven experience in project management or development 6. Demonstrated ability to develop and maintain effective working partnerships, with key stakeholders 7. Must be ready and willing to work the typical 8am-5pm work schedule, weekends and away from his/her base, if need be 8. Must be ready and willing to be mentored 9. A team player, ability to multitask and work in cross-functional fast-paced environment with the pressure of multiple deadlines. 10. Ability and willingness to travel, as required. 11. Must demonstrate strong capacities to lead a team. 12. Demonstrate ability to work on own initiative with minimal supervision. 13. Excellent computer skills (Microsoft word, excel, outlook)

	<p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience working with multiple sectors, such as international organizations, governments and the private sector. 2. Experience preparing project proposals. 3. Experience developing fund raising / resource mobilisation strategies. 4. Experience in monitoring and evaluation. 5. Experience preparing budgets and forecasts. 6. Working knowledge of French.
<p>Person Specification</p>	<ol style="list-style-type: none"> 1. Ability to lead a pool of mainly legal associates, legal interns and pupils 2. Highly self-motivated and efficient team player, with exceptional attention to detail. 3. Highly organised and able to meet tight deadlines whilst working under pressure. 4. Demonstrates mature work practices and demonstrable sound judgement and flexibility in all areas of their role.
<p>Remuneration</p>	<p>Attractive and commensurate with experience.</p>