

Employment opportunity: Project and Framework Manager at NCG Sweden

Nordic Consulting Group – NCG Sweden AB is a Stockholm-based consultancy firm providing services mainly in development cooperation (www.ncgsw.se). NCG Sweden is part of the NCG family with companies also in Norway and Denmark. All companies are independent consulting companies specialised in international development cooperation, established in 1989. All sister companies are owned by their partners and experts.

NCG Sweden mainly provides services within the thematic areas Human Rights, Gender Equality /Mainstreaming /Equal Opportunities, Financial services, Infrastructure as well as Evaluations, Results Based Management (including support to development of proposals and strategies), MEL systems (Monitoring, Evaluation and Learning), Coaching and Facilitation.

For over 30 years, NCG Sweden, with offices in Bromma, Stockholm, has worked with a broad network of independent experts and companies in many places around the world. Today NCG Sweden has a number of framework agreements with Sida, Norad, European Bank for Reconstruction and Development (EBRD) and selected Swedish authorities, but also undertakes assignments with actors such as the World Bank, United Nations, the European Union, international and national Non-Governmental Organisations (NGOs) and private companies.

NCG Sweden has five partners and five associated partners, as well as an intern from FUF.

NCG has numerous ongoing framework agreements, which in general are mid-term (3–4 years) contracts:

- Gender framework with Sida
- Gender help desk with Sida
- Results Based Management with Sida
- Evaluation (in consortium with NCG Denmark)
- Global health and SRHR (in consortium with Hera, Belgium)
- Human rights and democracy (in consortium with NCG Denmark)
- GAS; Gender Advisory Services: Skills and employment (equal opportunities) with EBRD
- GAS; Gender Advisory Services: Equal access to services with EBRD
- Method support to SCB (includes gender mainstreaming, RBM and M&E)
- Four Framework lots with SKR International (Lot 1 Designing, leading, and managing change processes and learning programmes; Lot 2 Gender Mainstreaming; Lot 3 Integrating a rights-based approach into SKR International's projects; and Lot 5 Support to monitoring and evaluation systems).

WORK DESCRIPTION

An upsurge in demand for NCG Sweden's services has increased the need for support to the five partners who are co-owners of the company and work full time as consultants. We are now hiring a project and framework manager.

Title: Project and Framework Manager

Location: Bromma, Stockholm, Sweden.

Period: 5 months (1 September – 31 December 2020), with possibility of an extension.
Full time: 40 hours per week.

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Duties:

- Identify and take lead on potential business opportunities;
- Support and/or anchoring the development of tenders, including tenders for framework agreements and specific consultancy assignments;
- Coordination and administration of existing framework contracts (excluding the help desks which have Team Leaders);
- Support knowledge management (organise learning events within NCG);
- Support development of internal structures and systems to improve efficiency;
- Develop an existing reference database;
- Keep website and communication systems and tools updated on NCG work.

What NCG offers:

- An informal workspace in a non-hierarchical structure;
- Flexibility in working hours and working space (in communication with partners);
- A possibility to develop knowledge and experience over a broad spectrum of sectors;
- Different types of work with a wide variety of organisations – we will aim at including you in tenders /assignments and introduce you to clients (full consent from clients is a requirement on all engagements);
- A possibility to develop the company together with partners;
- Opportunities to be included in decision-making at all levels.

Formal requirements:

- Degree at MA or MSc level in Economy, Environment/Climate Change, Conflict, Business, Political Science, Sociology, Law, Human Rights, Gender and/or similar;
- A minimum of 2 years of work life experience;
- Experience of working with development cooperation;
- English and Swedish professional proficiency.

Additional merits:

- Experience from international development cooperation, preferably with knowledge of commonly used planning and monitoring and evaluation approaches;
- Proficiency in other languages such as Spanish, French, Russian, Arabic and/or Portuguese;
- ICT proficiency (communication and project management systems);
- Experience from consultancy;
- Experience in developing proposals/tenders.

We expect you to share our social values:

- Cultural and gender sensitivity;
- Non-discriminating (age, ethnicity, sex, religious and/or any other grounds);
- Feminism.

We expect you to share our professional values:

- Show pride in work based on performance and achievements;
- Demonstrate professional competence and mastery of subject matter;
- Learn from others and share your own knowledge;
- Respect deadlines and achieve results;
- Shows persistence when faced with difficult problems or challenges;
- Remain calm in stressful situations;
- Work collaboratively with colleagues to achieve organizational goals;
- Ask for colleagues' support and inputs to find best ways ahead;
- Share credit for team accomplishments / accept joint responsibility for team shortcomings;
- Allocate appropriate amount of time and resources for completing work;
- Use time efficiently.

Applicants are asked to send

- A letter of interest (max 1 page), in Swedish or English;
- CV (no longer than 3 pages), in Swedish or English;
- A written work sample in English to demonstrate ability to deliver text with high level English and structure (max 2 pages);
- A list of 3 references with names and contact details;
- Upon request, an extract from the criminal records issued by the Swedish Police related to no convicted crimes.

Questions? Send e-mail to ncgsw@ncgsw.se. Or call: Jocke Nyberg, +46 (0)70-317 32 24.

Deadline for submission:

21 August 2020

Selection process:

The evaluation of applicants will be conducted on the basis of the information submitted in the application.

Between 3 and 7 candidates will be invited for interviews.

Interviews will be carried out virtually (hopefully, by the end of August).

Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

NB!

Candidates will not be considered for employment with NCG Sweden if they have committed sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

