



# PROJECT MANAGER

## BUSINESS DEVELOPMENT FOR M&E and RBM DIVISION

**Location of work:** Belgium or Canada or France

**Job status:** Full-time position

**Start date:** preferably October 2024

**Work schedule:** 38 hours/week, Monday to Friday

*Baastel offers flexible working hours and has a telecommuting policy.*

## WELCOME TO BAASTEL!

*A team on the move towards an inclusive sustainable development world.*

Le Groupe-conseil baastel (Baastel) is a consulting firm providing **cutting-edge services** in the field of international development. Founded in 1989, Baastel's mission is to contribute to **sustainable human development**. This contribution aims at the success and strengthening of development practices and actions (projects, programs, policies) through quality consulting services. Baastel focuses on the three main axes of sustainable development: the promotion of social equity, economic development, and environmental management.

## ROLE OF THE PROJECT MANAGER

Under the direct supervision of the M&E and RBM Corporate Development Supervisor and the overall supervision of the Director of Business Development, the Project Manager **actively participates in the growth of the company's activities** by scoping business opportunities, responding to calls for tenders and ensuring the administrative management of various mandates for Baastel's M&E and RBM Division. The **development of business opportunities around the world** is at the heart of his/her daily work and he/she must build trusting relationships with Baastel's partners and clients. In more detail, the Project Manager will be responsible for:

- Researching business opportunities and developing commercial proposals in collaboration with Baastel's consultants, including examining the tender specifications, taking full charge of the administrative proposal preparation, and ensuring the smooth submission of proposals;
- Researching relevant professional profiles to build strong teams of experts;
- Administrative management of mandates: contracting, deliverables tracking, invoicing and budget monitoring;
- Supporting the team leaders in the administrative implementation of the mandates;

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- Maintain harmonious relations with customers, consultants and business development team.

## QUALIFICATIONS

- **Master's degree** in management, business, administration, international relations or related field ;
- **2 to 3 years of relevant experience**, in project management / business development, ideally in international development

## ESSENTIAL SKILLS

- **Legally authorized to work in Belgium or France or Canada.**
- Excellent oral and written communication skills in English (high-level English writing essential).
- Professional spoken and written Spanish. Passive understanding of French (listening and reading). Any additional language skills are an asset.
- Proficiency in the Office suite (Word formatting essential) and excellent computer skills (Teams, Onedrive, Internet).
- General knowledge and understanding of international development issues and international and European organizations.
- Project management skills (operational, administrative, contractual, and technical management). and good numerical skills (reviewing and understanding budgets, quality checks, logical consistency, etc.)
- **Analytical skills and ability to synthesize information** coming from different sources in a clear and concise manner.
- Ability to prioritize and manage multiple tasks simultaneously while meeting deadlines.
- **Strong attention to detail, accuracy, and consistency in document preparation and revision.**
- Team player and initiative, energy, and motivation!

## BE PART OF THE TEAM!

Share your resume and cover letter with us at [recrutement@baastel.com](mailto:recrutement@baastel.com) at your earliest convenience and the latest by **September 16, 2024**. Applications will be reviewed on a rolling basis, the sooner you apply, the better your chances of being considered promptly. Please clearly indicate the position title "Project Manager\_M&E – RMB" in the subject line of your message.

We sincerely thank all applicants for their interest! We will contact those selected first.