

Assistant Project Manager - International Division

Background:

SHELADIA Associates is a multi-disciplinary international professional consulting firm with demonstrated experience in the successful management and implementation of development projects throughout the world. SHELADIA believes that practicality and sustainability in development projects requires flexible resource management, active participation of all stakeholders, and a shared goal of strengthening institutions, and operational systems, to optimize the use of available resources.

SHELADIA is seeking an Assistant Project Manager with experience in the transport sector to support the Transport group of our International Division from our home office in Rockville, Maryland.

Job Description:

The Assistant Project Manager will work with the Transport group on donor-funded international proposals and projects focused on improving transport systems and infrastructure worldwide to facilitate economic growth and alleviate poverty. The Assistant Project Manager will provide backstopping and administrative support to international projects, participate in proposal efforts, and assist in conducting research and technical assignments. The position will be based in Rockville, MD and requires minimal international travel.

Key responsibilities include:

Project Management

- Serve as assistant project manager/coordinator on donor-funded projects in the transport sector – overseeing administrative, contractual, and financial aspects of projects;
- Assist in preparing contract templates for consultants, subconsultants, and clients;
- Provide project operations, administrative and backstopping assistance to field staff (such as handling logistics and travel);
- Manage project information, deliverables and reports and maintain follow-up for actions with agreed deadlines;
- Maintain contractual correspondence with clients and local partners;
- Monitor project budgets and prepare and review budget modifications;
- Any other project related administrative tasks as required.

Business Development

- Assist with preparation of expressions of interest and technical and cost proposals for international projects;

Technical Work

- Conduct research or data analysis and prepare draft reports (or inputs) for senior staff or project consultants/field teams;
- Proactively support Project Managers and field teams in implementing engineering, technical assistance and capacity building projects;
- Assist with review and providing input to technical reports, and with other special projects, as may be needed;
- Any other project related technical tasks as required.

Qualifications:

- Minimum of Bachelor's degree in Civil Engineering, Transportation Engineering, or relevant field;
- 0-3 years of relevant professional experience in the transport sector, assisting management of field teams on various projects that require knowledge on aspects relating to technical, administrative, contractual, business development and client relations, specifically Roads, Highways, and Bridges;
- Ability to work in a team as well as on a self-directed basis;
- Strong analytical and communication abilities;
- Must have proven ability to multi-task, prioritize and provide support to management staff;
- Excellent writing skills;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook);
- Ability to speak/ read/ write in foreign language(s) in addition to English is a plus;
- Must have permanent US work authorization.

Preferred Qualifications:

- Candidates with prior experience supporting donor-funded projects from agencies such as the following: Asian Development Bank, World Bank, African Development Bank, and USAID.
- Candidates with prior experience working on implementation of projects overseas in backstopping, project management and technical roles.

International Travel:

This position will require very minimal International travel.

Compensation:

Salary commensurate with experience.

Job Type: Full-time

How to Apply: Applications should include a CV and cover letter.

This position is open until filled. Please send CVs to dtatum@sheladia.com.

Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.

Equal Opportunity and Affirmative Action Employer