

# Project manager: International research project on labour standards

## Background

Ergon is a leading consultancy in the field of business and human rights. Based in London, we work with major international companies, agencies and multi-stakeholder platforms to deliver innovative client-focused consulting and research projects.

We are looking for an experienced and highly motivated research Project Manager to manage a major, multi-strand international research assignment focused on working conditions and employment rights across multiple countries and regions.

The post would be for an initial 12 months contract. This is an ideal position to build on your project management experience, in the context of large-scale research projects for public institutions, international organisations, development finance institutions (DFIs) and the private sector.

You will have the proven ability to manage and deliver significant research projects, preferably in a related field, excellent organisational, people management and communication skills, and a keen interest in our area of work. Fluency in Spanish would be a significant advantage.

While the post is centred on a single project for a European institution, there are also likely to be opportunities to work on other Ergon projects for both public sector and private sector clients covering labour, human rights or equal opportunities; public consultations and multi-stakeholder engagement processes; or the provision of advice to private companies on risks in particular value chains. Some international travel may be expected.

The post is based in our small, busy Central London office. We offer a friendly working environment, the opportunity to develop practical transferable skills and experience, and good terms and conditions. Starting salary range £31,000- £36,000 depending on experience; 25 days holiday plus public holidays; discretionary bonus; contributory pension scheme.

## How to apply

Applicants should provide both a covering letter setting out why you are suitable for this post and a CV. These should be in the same PDF file. Please send to [eva.mian@ergonassociates.net](mailto:eva.mian@ergonassociates.net) by 08.00 on Tuesday 2 January 2018. Applicants must have the right to live and work in the UK for the period of the contract.

Interviews will take place in the week beginning 8 January 2018 in London. The selected candidate will be expected to start work as soon as possible thereafter.

## Key tasks

- Developing project plans in consultation with Ergon staff, and coordinating the work of Ergon team members and local consultants to ensure project objectives are met on time

- Developing and maintaining effective project management tools and documents (e.g. document register, work plan, timelines, template documents, etc.)
- Tracking project budgets and expenses
- Performing administrative tasks related to the project
- Organising client meetings, internal team meetings and other project-related events, as necessary
- Making project-related travel and logistical arrangements for Ergon team members
- Communicating with external project stakeholders and local consultants
- Providing support with other project-related tasks
- Accompanying directors and consultants at meetings and contributing to presentations.

## **Essential attributes**

- Strong academic record with relevant qualification
- High level of organisational and administrative skills, including multi-tasking and ability to work independently, in a small team, and to strict deadlines
- Demonstrable experience of delivering significant research projects in a relevant field of work to budget and on time
- Strong knowledge of project management financials
- Demonstrated ability to work with international teams
- Commitment to customer service relevant for a client-focused consultancy business
- Familiarity with and commitment to the labour standards, human rights and gender equality agendas, as well as international development and CSR
- Fluent written and spoken English and fluency in at least one other relevant language – particularly Spanish
- Excellent grasp of standard office applications, including project management software

Ergon Associates Ltd, Unit 1, 9A Dallington St, London EC1V 0BQ, United Kingdom  
+44 20 7713 0386

[www.ergonassociates.net](http://www.ergonassociates.net)

Company no. 5401100 – VAT no. 858287081