

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-279-2022
Company Name	Transformeus
Industry	Business and Management Consulting
Vacancy	Associate Consultant
Number of vacancies for that position	2
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Business, management, Finance, Marketing
Degree	BA, BS, MS
Years of Experience	2 to 4
Location	Hybrid, remote + Beirut
Remuneration & Benefits	Fix + variable – According to qualifications
Currency (LBP, Dollar, Lollar)	USD Fresh
Tasks & Responsibilities	<p>The Associate consultant has a crucial role in supporting senior industry consultants. Your role would be to back up the senior consultants with primary and secondary research, consolidate and validate data, and to provide consultancy and monitoring support to evaluations and development projects with clients and partners. Although this role does not require travelling in the very near future, it will involve remote meetings with customers and executives, in-country site visits, data management and analysis.</p> <p>I. Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Delivery on commissioned and grant-funded assignments (short and long-term) in collaboration with senior and non-staff consultants: <ul style="list-style-type: none"> <li>- Desk-based (and, as appropriate, field-based) research using quantitative and qualitative methods including: literature reviews, interviews, survey design and management, data analysis, data management</li> <li>- Designing and supporting online components, such as remote workshops, focus groups, validation and feedback events, and learning webinars</li> </ul> </li> </ul>

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- Contributing to and editing reports and other written outputs

- Project coordination and job management:

- Supporting the identification of opportunities and writing proposals for contracts or grants
- Supporting project and contract management, including contracting and
- Coordination of non-staff consultants, invoices, and reporting
- Supporting the programme manager on larger programmes.
- In project management tasks, including: work planning, contracting, financial administration, knowledge management, monitoring, reporting and invoicing, keep relevant job data in job management systems up to date
- Maintaining relationships with partners, funders/clients, and other stakeholders
- Communications, such as news items, web content and social media

- Learning, communication, and outreach

- Supporting organisational learning and outreach activities, including internal learning events, public webinars and workshops, and the development of internal- and external-facing materials and resources.
- Supporting the development of Transformeus' global network of consultants.

### **Experience**

1. Minimum of three years professional experience in a relevant role, preferably in the Management, business, or financial industries.
2. Experience in using quantitative and/or qualitative research and analytical methods.
3. Experience of project administration, including budgets, workplans and reporting.
4. Experience in supporting on-line delivery of training, meetings, and workshops.
5. Experience in managing website and social media content.

### **Skills and attitudes**

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1. Commitment to Transformeus and ICMCI core values and purpose.
2. Strong analytical, writing and editing skills, including the ability to write clearly and concisely in English
3. Excellent organisational skills and the ability to work to deadlines in complex work processes involving multiple parallel demands.
4. Additional language skills, particularly French, Arabic.

### **Terms and Conditions**

This position is full-time and the person will be working in a hybrid mode, part of the time would be remote.

Salary will be dependent on qualifications and experience. Transformeus offers a competitive benefits package, including the opportunity for continuous education.

These are as stated in Transformeus standard terms and conditions:

1. The minimum general working hours are 40 hours a week
2. This post is subject to a three months' probation period.