

## Vesta Healthcare Partners Nigeria Limited

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	<b>Project Associate</b>
<b>Location</b>	Victoria Island, Lagos (plus extensive travel)
<b>Reports To</b>	Managing Partner
<b>Department</b>	Operations
<b>Type of Employment</b>	Permanent
<b>Grade</b>	Professional
<b>Start Date</b>	Immediate
<b>Job Purpose</b>	
<ol style="list-style-type: none"> <li>1. The primary responsibility of the Project Associate is to contribute to the originating, planning and co-ordination of the company's projects from inception to completion.</li> <li>2. Develop and deliver business prospects and potential projects from private sector and public sector clients</li> <li>3. Ensure projects and programmes are driven and achieved within defined budgets and to specified standards of quality and performance</li> <li>4. Responsible for forward planning of the projects, project costs and engagement control systems.</li> <li>5. Support and enhance the sustenance of exceptionally high performance standards in Vesta's business</li> </ol>	
<b>Areas of Responsibility</b>	
<b>1. Business Development and Client Services</b>	
<ol style="list-style-type: none"> <li>a. <b>New Business Origination:</b> Source and assess opportunities with coverage for all of Nigeria, identifying bankable projects and particularly growing and developing new business transactions in the private sector. Develop and guide teams in the preparation of Pitch Books and Client Proposals in support of this new business</li> <li>b. <b>New Business Development:</b> Nurture business prospects acting as a point of contact for existing and prospective Vesta clients; sourcing new business, developing business prospects, closing deals, managing relationships with external contacts including clients, Consultants and suppliers</li> <li>c. <b>Prospect Development:</b> research, produce and submit Concept Papers, solicited and unsolicited Project Proposals, Public and Private Sector Expressions of Interest (EOI), Request for Proposals (RFP), Competitive Bid Tenders whilst ensuring submitted proposals and bids are fully compliant and contain all requested documentation</li> <li>d. <b>Project Development Administration:</b> <ol style="list-style-type: none"> <li>i. Structure the Project Execution Frameworks and Project Timeline according to understanding and assessment of Scope of Work, Client Risk</li> </ol> </li> </ol>	

and resourcing. Negotiate project terms with clients, internal and external stakeholders, under the general direction of the Vesta Engagement Partner Prepare client presentations and support their decision making at key transaction stages. Responsible for follow-up enquiries and information requests related to project development work in a timely, efficient and effective manner

- ii. Define, articulate and submit final Technical and Financial Proposals based on a work budget costing, professional fees and third-party expenses for prospective projects
- iii. Complete negotiations, agreements and closing financial aspects of engagements based on standard Vesta charge-out rates
- iv. Coordinate and be responsible for all aspects of the New Project Team's mobilisation with monitoring of financial records relating to expenditure
- v. Prepare initial (Kick-Off Workshop) presentations for Prospective Projects using MS Visio, Word, PowerPoint and Excel

## **2. Project Organisation and Management**

- a. Lead Project Team from project initiation, workstream activity, due diligence, field work to final presentations and report writing; actively handling key work and directing and coordinating work of other team members from across multiple business units. Take full responsibility and accountability for project-related decisions and relationships.
- b. Deliver all projects and accountabilities of the role efficiently, on a timely and expeditious basis and using best practice standards. Ensure that defined project requirements recorded in the Scope of Work and Deliverables documentation are executed accordingly. Monitor the project and report project results internally and externally.
- c. Research, draft and produce high-quality Project output deliverables: Project Initiation Report (PIR), Assessment Report, Gap Analysis, Outline Strategic Business Case (OSBC), Investment Memorandum (IM), Training Curriculum, Business Process Manual (BPM), Financial Model, etc based on specific requests from clients.
- d. Contribute to administrative aspects of Vesta Project work through oversight and line-management of Project Assistants and Support Staff by setting deadlines, guidance in collation and compiling information required for reports, preparation and production of reports, direction in conducting library and internet-based research and production of PowerPoint presentations
- e. Plan and organise Project functions including liaison with Vesta employees (internally), clients, suppliers, Consultants and other stakeholders (externally) as appropriate
- f. Manage clients and External Consultants; establish and strengthen client relationships with a focus on excellence
- g. Organise Project Team meetings and teleconferences; attend and prepare meeting minutes, agendas and relevant paperwork; ensure documents are distributed in a timely fashion; ensure issues and risks are escalated promptly

## **3. Knowledge and Information Management**

- a. Lead the Vesta Knowledge and Information Sharing Program within the Nigerian healthcare industry and Management Consultancy practice by

initiate collaboration and sharing expertise as a Subject Matter Expert (SME), providing advice, peer review and contribution to knowledge products across various platforms to strengthen internal and/or external client solutions

### ***Knowledge/Skills/Experience***

#### **ESSENTIAL**

- First degree (minimum Second Class Upper Division) from a 'top-drawer' University with a demonstrable record of academic achievement
- Postgraduate qualification(s) or an MBA from a first-tier business school
- Strong analytical skills with at least **2 years' experience** with an international organisation.
- Good understanding of English with confident language fluency that confers strong (public) presentation and communication skills
- Outstanding interpersonal and influencing skills; a good team player. Must have pleasant telephone and good e-mail etiquette
- Excellent computer skills with proficiency in Microsoft Office (Word, Excel, PowerPoint & Outlook), Microsoft Access & Visio, DTP Software (Adobe Indesign, etc)
- Confident and assertive individual willing to work independently, occasional travel and work long hours in an international environment

#### **DESIRABLE**

- Modern language skills with fluency in English and other European Language
- Previous Consulting Experience with a multinational Professional Services Firm
- Previous relevant multinational experience in healthcare or life sciences sector

### ***Conditions of Employment:***

#### **HOURS OF DUTY**

- Normal hours of work are **8:30am and 5:30pm Mondays to Fridays**
- Will sometimes be required to work outside these hours, at weekends, public holidays, as may be necessary for the proper performance of his/her duties without extra remuneration
- Position is based in Victoria Island, Lagos and offered on a permanent basis

#### **COMPENSATION**

- Negotiable compensation package has been established to attract the best talent for this position including a competitive Salary, Contributory Pension Scheme, Paid Holidays, Health Insurance and a Quarterly Performance Bonus

#### **HOW TO APPLY**

- Please send your copy of current CV and a covering letter to: london.office@vesta-hcp.com, clearly stating the role you are applying for in the Subject Line