

## **JOB DESCRIPTION**

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### **Project Manager Bamboo Services**

The position supports the Head of Bamboo Services in the development and implementation of PI's Bamboo Services to PI's business and government clients in Viet Nam, China and other countries.

#### **OVERVIEW**

Prosperity Initiative (PI) is an UK-registered international organisation set-up to help develop the bamboo sector for the benefit of business, farmers, and others in the industry in partnership with government partners in the region. Mekong Bamboo is PI's flagship programme which aims to support the development of a sustainable world class bamboo industry in the region that alleviates poverty, and creates widespread economic benefits by creating value for all actors across the supply chain

The objectives of the Mekong Bamboo Programme are to:

- Support business interests and investors in the highest value-added areas of the bamboo industry to maximise value adding and sustainable utilisation of bamboo resources;
- Support governments to enhance the policy environment in support of a vibrant value-added industry for farmers, workers and businesses;
- Support bamboo growing communities seeking to better manage and maximise returns from their bamboo resources and to help them gain access to higher value consumers/processors of raw bamboo materials.

The bamboo services team of Mekong bamboo is the front line of our advisory and consulting services to businesses and industry leaders looking to develop profitable new businesses, which lead to improved economic conditions across the sector and to give all competitors a path to higher incomes at lower cost and with lower risk.

Our experienced team in Viet Nam, Lao PDR and Cambodia, our new staff and technical partners from the leading industry in China, and our partnerships in India enable us to bring considerable expertise and knowledge to support our business and government partners in this region.

Our work brings together players across bamboo supply chains creating new possibilities through new technologies, ideas and practices – enabling new bamboo business opportunities and solutions for investors, businesses and government partners.

#### **KEY RESPONSIBILITIES**

This position is a senior role in the Mekong Bamboo team, reporting directly to the Head of Bamboo Services. The Head of Bamboo Services will lead team in the provision of services to our government and business clients, with this post providing implementation support across a range of areas as required. Our services are as follows:

- i) Business and investor services:
  - a) Equipment and technology transfer
  - b) Finance brokerage
  - c) Product and sales match making between bamboo processors and international buyers
  - d) Business model planning, project establishment advisory and government introductions

- e) Bamboo raw material contract supply services
- ii) Government services:
  - a. Bamboo industry market opportunity and competitiveness assessments
  - b. Bamboo resource assessment and management
  - c. Bamboo industry policy review and advisory
  - d. Bamboo policy/strategy process and implementation - technical support
  - e. Bamboo industry training and skills development

The tasks of the Project Manager Bamboo services will be set by the Head of Bamboo Services whose major responsibilities include:

1. Refinement, presentation and marketing of the business proposition for selected technologies:
  - o Development of the prospectus and background materials on the business proposition for a range of priority technologies, by organising current knowledge and additional research where required
  - o Marketing and development of PI's pipeline of business and government clients in the region and beyond
2. Development and formalisation of our service practice:
  - o Development of a range of service provider partners in China, Viet Nam and potentially India which to enable a quality service. This will entail further developing PI's strong China network and partnerships
  - o Formalisation of the services through contracts with service partners
3. Development of the bamboo services business:
  - o Development of the longer term bamboo services business model within 6 months, and managing the shift towards full commercialisation of selection lines of the service by mid 2011
  - o With a buffer of 6 to 12 months financing of the core team, achievement of new revenue streams to sustain the team beyond this time.
4. Team development:
  - o Development of formal practices in client engagement to ensure a culture of quality service provision
  - o Leadership in implementing an incentive based remuneration system for the team

In addition, the Project Manager Bamboo Services will be required to perform other duties as a member of the PI Management team:

5. External representation of PI in various public forums
6. Member of PI's senior management team contributing to ongoing internal systems and practice development

The balance of these tasks will be determined by the Head of Bamboo Services.

## **SUPERVISORY AND WORKING ENVIRONMENT**

Team: Mekong Bamboo

Line Manager: Head of Bamboo Services

Workstation: PI Hanoi Office. Regular travel to project sites and to PI operational countries (such as Lao PDR, Cambodia and China) and in support of new clients in other countries such as India will be required. Willingness to work overtime as required by clients.

**KEY CHARACTERISTICS**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience/ Education</b>	<ul style="list-style-type: none"> <li>• A university graduate in business or a technology area.</li> <li>• At least 8-years’ experience working in business consulting sector.</li> <li>• Minimum of 3 yrs experience in leading a consulting practice and consulting team</li> <li>• Multi-country, multi-cultural working experience</li> <li>• Team management under performance based remunerations schemes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in development of a new consulting practice business lines.</li> <li>• Industrial sector experience</li> </ul>
<b>Skills/ Competencies</b>	<ul style="list-style-type: none"> <li>• Well tuned knowledge of business analyses and service needs, including sharp analytical skills.</li> <li>• Capability to bring multiple service providers together under a single service offering to clients</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in China, Laos or Cambodia</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Belief in the importance of markets as a leading solution to poverty</li> <li>• Strong commitment to an output and performance-based working style</li> <li>• Strong desire to participate in and contribute to an evolving and entrepreneurial start-up organisation</li> <li>• Willingness to travel occasionally in remote areas.</li> <li>• Strong alignment with the goals, purpose and methods of PI</li> </ul>	

**TERMS AND CONDITIONS**

- Full time, fixed term 12 month contract (subject to three-month probationary period). Extendable subject to satisfactory performance.

**CLOSING DATE:** This position will be filled as soon as the right candidate is identified.

**HOW TO APPLY**

Please email a CV and cover letter to: [recruitment@pi-email.org](mailto:recruitment@pi-email.org)

The subject line of your email must be: “Project Manager Bamboo Services Application”