


Job Title:	Intern	Reports to  Advisory Manager
Business Sector	Advisory Service – Business Dept	
Job Purpose:		

Project Analysts support project teams in the preparation, administration and supervision of client projects, working in close collaboration with Project Leads and Senior Specialists managing client relationships.

Analysts work as part of Business Team with specific responsibilities for key admin functions at the business line level (research, budgeting, communications, knowledge management etc.), but with responsibilities on projects for implementation teams to encourage focus and professional development. The Analyst will report to a designated staff member relevant to their primary function.

Key Responsibilities and Job Dimensions

Business Development Support

- Perform desk research with respect to the Market landscape across Africa. The analysis would be required to consider various in-country data sources to have granular country level understanding of issues and advisory opportunities.
- Keep abreast of the market intelligence and developments globally, conducting desk research and preparing initial reports with findings, graphs, etc.
- Develop financial modeling and budget analysis for projects and business line, as relevant.
- Participate in key projects and take a lead on project/client analytics and report generation.
- Participate in diagnostic missions, carry out quality review of the diagnostic reports of clients' work streams, and help refine output quality. Help add market context and detailed analysis in the presentations and reports
- Support project teams to organize, manage scoping and appraisal missions, prepare meeting minutes, support appraisal mission follow-up as needed and financial planning for missions.
- Based on appraisal mission findings, support development of proposals for clients (including budget, developing pricing tool and costing research).
- Assist in processing internal documentation for project approval.

Portfolio Management Support

- Assist in the preparation of project supervision and completion reports, particularly tracking key performance indicators against targets established at the outset of the project
- Monitor project timelines to ensure objectives updates are completed within the allowable timeframe
- Ensure adequate data quality in all project documents and provide supplementary data gathering support for evaluations.
- Assisting in planning the contents and context of conferences and other knowledge management events, including training and workshops.
- Collaborate with project team and senior consultants to carry out specific tasks including desk reviews, data analysis, financial projections, preparation of notes, taking minutes of meetings, writing memoranda, preparation of briefs and presentations.
- Work in partnership with project teams to prepare initial drafts of semi-annual donor reports, based on project supervision documents.
- Monitor and update project budgets regularly to ensure that financial reporting is accurate, timely and aligned with pricing tool.
- Manage interface with finance team on timely collection of client fees in line with legal agreements and submission of consultant invoices to ensure accurate financial reporting within a quarterly period.
- Manage allocation of consultants and other project costs to correct project budgets
- Work with the Advisory Manager to monitor and update budgets and spend at both the project and aggregate levels and contribute to the financial projections for the advisory department.

Business Department Support

- Assist Business Department (Investment and Advisory) in strategy building, coordination and implementation of projects
- Work closely with product leaders on selected projects and provide analytical and technical support.
- Support Project Leaders in achieving a high degree of standardization in the client deliverables (pitch, proposals, workshops, product programs, strategy documents etc.) and enhancing the quality in terms of contents and analytics.

Applicants are invited to send a letter of motivation illustrating their suitability in relation to the qualifications listed and their detailed curriculum vitae, as well as the names and addresses of their referees, to the following address: hr@shelterafrique.org

Applicants must indicate the position for which they have applied in the subject line of their email.

Only shortlisted candidates who meet the above requirements will be contacted.

We invite you to learn more about Shelter-Afrique and this role by visiting our website:
<http://www.shelterafrique.org>

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