

## Chief Executive

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<b>Job purpose summary:</b>	To lead on company strategy and business development; planning and operations management; and portfolio, people and relationship development and management.
<b>Salary:</b>	£42,000+ per annum (dependent upon qualifications and experience)
<b>Location:</b>	Oxford, UK
<b>Contract:</b>	Open ended
<b>Reporting to this post:</b>	All Mokoro staff, currently a team of eight: Finance Manager, Programme Coordinator, Projects Coordinator, Researchers, Research Officer, Projects Assistant, and (part-time) Programme Manager/ editor.
<b>Responsible to:</b>	Mokoro Council (the company's governing body) through its Chair.
<b>Working internally with:</b>	Mokoro Council and staff as above, Principal Consultants, Associates and Company members.
<b>Working externally with:</b>	A broad range of clients, funders, partners and consultants.

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### A. About Mokoro

Established in 1982, Mokoro is a UK-based not-for-profit research and consultancy organisation providing technical expertise in economic and social development. Mokoro has undertaken more than 700 consultancy assignments in 80 countries worldwide, for national governments, multilateral and bilateral aid agencies, and NGOs. Mokoro's core areas of expertise are: Aid Effectiveness; Land, Livelihoods and Natural Resources; Public Policy and Management; Reviews and Evaluations. The company draws its consulting competence from its Principal Consultants (registered Members of the company, who have a close and long-term relationship with it); its salaried staff team; and its associates (consultants employed on a more ad hoc basis for specific assignments). Further information on our background and current consultancy portfolio is [here](#).

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### B. Job description

The Chief Executive works closely with Mokoro's Council (the company's Board of Directors), Principal Consultants (PCs), staff and associates in developing a growing international development consultancy and research company with a diverse technical portfolio and broad client base. He/she leads on company strategy, planning, business development, project management, and client/partner relationship development and management. He/ she manages Mokoro's Oxford-based staff team of financial, research, project management and administrative personnel.

#### Strategy and business development

- Facilitate and contribute to the preparation and implementation of Mokoro's long-term strategy, in collaboration with Mokoro's Council, PCs and staff
- Drive the identification and pursuit of relevant new business opportunities, working closely with PC technical workstream leads in strengthening Mokoro's consultancy portfolio in priority areas
- Identify, establish and maintain key strategic relationships with clients, partners and consultants
- Lead the networking with and growth of Mokoro's PC and associate base
- Ensure support to PCs and others in proposal preparation, supervising Mokoro submissions and setting/maintaining highest standards in this area
- Ensure and contribute to the development and implementation of Mokoro's communications, marketing and networking activities

### **Business planning and management**

- Lead the preparation of Mokoro's annual Business Plan, budget, and Annual Report, establish objectives and financial, thematic, and other performance targets
- Oversee company resources, budget(s) and expenditure allocations
- Oversee effective project and financial management of Mokoro's consultancy portfolio
- Oversee all business management matters on a day-to-day basis

### **Operations and people management**

- Oversee staff workload, tasks and responsibilities, ensuring resources are functioning effectively and targets are achieved in line with company strategy
- Lead on recruitment, people management and staff development, including performance management and reviews, professional skills development and coordinating the company's duty of care to consultants in the field
- Ensure the monitoring of, and appropriate responses to, PC work commitments, plans and professional aspirations
- Ensure the maintenance and development of systems and procedures to improve company operating quality and efficiency
- Establish and ensure systems for measuring aspects of operations, report on progress, and identify/ implement ways to improve performance and performance monitoring
- Ensure editorial support and other outsourced project/ company development work, as applicable

### **General/ other**

- Prepare and provide written/ oral inputs to Council meetings, and contribute to company governance matters as appropriate
- Jointly with other staff and PCs, maintain and strengthen Mokoro's culture, values and reputation internally and with clients, funders, and partners
- Represent Mokoro at external events and meetings with partners/ consortia and clients
- Contribute to, and ensure others' inputs towards, internal and external events including Mokoro Seminars and Quarterly Meetings
- Contribute to, and ensure others' contributions to, internal meetings, planning and monitoring processes
- Any other reasonable task commensurate with the post.

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## **C. Person specification**

### **Knowledge, skills and experience (E=essential and D=desirable)**

- Master's degree in a relevant discipline (e.g. social sciences, business administration, economics, international development) (E)
- At least ten years' progressively responsible management experience in the international development/ consultancy sector or comparable field, ideally with previous experience in a senior management, leadership or governance position (E)
- Knowledge of the aid and development sector, key actors and agencies, and good awareness of themes and issues relating to one or more of Mokoro's core thematic areas of work (E)
- Strong ability to work effectively and proactively with a high degree of autonomy and independence, demonstrating sound judgement in decision-making (E)
- Experience in managing people, including recruitment and performance management (E)
- Excellent oral and written communication skills, with a sound ability to work effectively and empathetically with a diverse and geographically dispersed team (E)
- Proven ability in client relationship management and successful resource mobilisation and management (E)

- Strong organisational, multitasking and prioritisation skills, and ability to manage – and support others in their management of – a wide and varied workload whilst maintaining quality (E)
  - Established networks with relevant research and consultancy organisations and individuals (D), and demonstrated ability to build and sustain partnerships (E)
  - High level of numeracy and experience of developing, managing and monitoring organisational and project budgets (E)
  - Advanced level of IT competency in all standard MS packages (E)
  - Experience of working in developing and transitional country context/s (D)
  - Ability to work in other language(s) relevant to Mokoro’s work (D)
  - Commitment to Mokoro’s approach to collaborative working, strong supportive relationships among Company members, and high quality consultancy work (E).
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## **D. General terms and conditions**

<b>Hours:</b>	This is a full-time position, based on a 37.5 hour week. Office hours are 9am to 5.30pm Monday to Friday.
<b>Leave:</b>	Annual leave entitlement is 25 days, plus an additional 3 days to be taken in the period between Christmas and New Year (as well as all English public holidays).
<b>Salary:</b>	Salary is paid monthly in arrears by credit transfer. Mokoro operates a contributory pension scheme.
<b>Probationary period:</b>	There will be a two month probationary period for this post, with a review carried out after one month, and again at the end of the probationary period.
<b>Notice:</b>	One month’s notice during the probationary period; three months’ notice upon satisfactory completion of probationary period and confirmation into post.

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## **E. How to apply**

Please submit your CV and a covering letter outlining why you are a suitable fit for this role at Mokoro, including specific examples of how your skills and experience meet the person specification outlined above. Your cover letter should also confirm that you would be available to attend an interview in Oxford in w/c 25 March.

Applications should be emailed to [mokoro@mokoro.co.uk](mailto:mokoro@mokoro.co.uk), indicating ‘Chief Executive’ in the subject field, by **12.00 midday on Monday 18 March 2019**.

Shortlisted candidates will be notified by Wednesday 20 March with an invitation to first round interviews to be held in w/c 25 March.

*Please note that applicants must have the legal right to live and work in the UK.*