



## **Company Description**

International Economics Consulting Ltd. is a globally recognized consulting firm, which operates across multiple sectors in 75+ countries, with offices in Mauritius, UK and Vietnam. We specialise in providing trade and economic development advice to national governments and international organisations. We offer an international opportunity to build a career while creating a positive impact in an innovative and dynamic environment. Our experienced international team is multilingual, multicultural and multi-disciplinary from legal, economic and business backgrounds, with a wide network of associated experts specialised in trade, investment and private sector development. International Economics has a strong track record in implementing trade-related projects, with extensive experience in improving competitiveness, promoting trade integration, market analysis and private sector development, with a focus on statistical analysis, impact assessments, modelling trade policies, and market access strategies.

## **Job Description**

International Economics is currently looking for a project manager to join our team in Mauritius - Grand Baie. As a Project Manager you will be responsible for the implementation of projects according to defined scope, timeline and budget, from conceptualisation to delivery. The project manager will work alongside a team of skilled professionals to drive the delivery of short-term, as well as large-scale development projects for various organisations across the globe. We are looking for a hard working, initiative-driven individual, with versatile project management and communication skills, who can deliver successful outcomes and uphold our Company's values. The project manager should be interested in the areas that the company works in.

## **Key Responsibilities**

- Assist in the full project life cycle: creation, development, and execution as well as documenting the project's scope, budget, administration;
- Project monitoring for new opportunities;
- Tender preparation, which will include coordination of the methodologies, human resources management and preparation of administrative and supporting documents;
- Manage all project activities, including resourcing, objectives, scope, constraints, and functional and financial requirements;

- Oversee all incoming and outgoing project documentation;
- Track project progress to ensure projects are delivered on time, within budget, meeting company's requirements and in compliance with project management methodologies and standards of the Client;
- Perform regular project reporting including reporting on schedule, budget, scope, quality, risks, issues, dependencies, team, stakeholders and benefits;
- Prepare communication materials related to the projects; and
- Collaborate with stakeholders and Project partners to obtain necessary project resources.

### **Qualifications**

- Excellent organisational skills related to managing projects, including budget, schedule planning and team management skills
- Strong analytical, problem solving and negotiation skills
- High level of autonomy and ability to manage multiple projects at once
- Flexible working hours, to accommodate to different time zones.
- Excellent written and verbal communication skills
- Fluency in English, working knowledge of Spanish and French is an advantage
- Solid organizational skills and ability to multi-task
- Degree or equivalent.