

## ALTAI CONSULTING – WEST AFRICA

### JOB DESCRIPTION: SENIOR PROJECT DIRECTOR

**Position:** Senior Project Director

**Type of Contract:** Fixed

**Location:** Based in Dakar, Senegal with possible travels to other countries in West Africa

**Duration of Contract:** 2 years, renewable

### ABOUT US

Altai Consulting is a strategy, research and monitoring & evaluation firm focusing on fragile countries in the Middle East and Africa. Altai began operating in 2003 and has since successfully completed over 500 consulting and research assignments in Africa, the Middle East and in Central Asia, with regional hubs in Nairobi, Beirut, Tunis, and Dakar. Our clients include major donors and international organizations (EU, UN agencies, the World Bank, the FCDO, USAID, AFD, etc.), international foundations and INGOs looking for field-level assessments, technical expertise, and high-level strategy support. For more information, please visit our website: <http://www.altaiconsulting.com>

### JOB DESCRIPTION / REQUIREMENTS

Altai Consulting is seeking an experienced professional to serve as a Senior Project Director in its West Africa office located in Dakar, Senegal.

The successful candidate will contribute to the strategic development and growth of the West Africa office while collaborating closely with Altai's offices across East Africa and the MENA region. This position reports directly to the West Africa Regional Director.

Responsibilities will include (but are not limited to):

- **Project direction:**
  - o Technical oversight:
    - Designing methodologies and projects workplans in coordination with clients and project teams
    - Managing project delivery teams to ensure high quality delivery by providing precise technical direction all along the project life cycle
  - o Coordination:
    - Ensuring that project management systems and processes are in place and being delivered by senior PM/PM/analyst.
    - Tracking and ensuring the respect of project timelines, resourcing, and budgets;
    - Ensuring the timely delivery of the project;

- Providing practical solutions to technical and project management delivery challenges;
- Taking decisions related to project security, timelines, resourcing, and budgets;
- Represent the firm to clients, managing complex client relationships, expectations and 'scope creep';
- Ensure that safeguarding, security, duty of care, data protection and research ethics principles are all being applied in project delivery
- Quality assurance:
  - Overall responsibility for the quality of the final deliverable-ensuring QA processes are in place and adhered to through inception, data collection, analysis and reporting.
  - Delivering the final quality assurance check on all project deliverables.
- Analysis and reporting:
  - Lead the team in drafting high level recommendations / strategic advisory
  - Quality Assure team inputs, understanding client expectations and reporting preferences
  - Leading final presentations with the client and external stakeholders as required.
- Provide clear progress updates to Regional Director
- **Business Development:**
  - Contribute to the development of Altai's strategy in the field of Peace, Security & Stability and Migration & Displacement across West Africa, in coordination with other established Altai practices, especially Environment & Climate and Inclusive Growth.
  - Identify relevant business development opportunities in line with Altai core methodologies and country / field knowledge
  - Lead drafting of proposals, organizing necessary technical inputs, team, financials, experience, in coordination with Altai's West Africa RD
- **Capacity building:** Understanding team capacity needs across the region and identifying entry points for capacity building across the region with the RD; mentoring/capacity building of line managees based on their needs

## MINIMUM REQUIREMENTS

**Education requirements:** Masters' degree or higher in Development Studies, Conflict Studies, Political Science, International Law, Monitoring & Evaluation, or equivalent.

### Experience requirements:

- A minimum of 15 years of professional experience in international development organizations, consulting firms, think tanks, INGOs, bilateral cooperation, research institutions.
- Experience in the field of monitoring, evaluation and learning (MEL), ideally in the fields of conflict prevention, peacebuilding, migration, and/or displacement.
- Direct experience managing and supervising teams, including national and international experts in the field of MEL, TPM and research.

- Experience writing reports, analyses, strategic recommendations that require a solid analytical capacity
- Experience organizing and facilitating workshops, capacity building or training sessions
- Field experience in West Africa.

**Skills requirements:**

- Excellent analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with particular attention to detail and accuracy
- Critical, anticipatory and looking for continuous improvement
- Knowledge of Excel, Word, PowerPoint is mandatory.
- Excellent written and spoken French is mandatory, as well as fluency in English.
- Excellent interpersonal skills and ability to work in harmony with a variety of partners.

**To apply, send an email to [hr\\_sahel@altaiconsulting.com](mailto:hr_sahel@altaiconsulting.com) by 20<sup>th</sup> July 2025 (subject should include your name and “Senior Project Director\_WA”) with a CV and examples of past work in French.**