

## JUNIOR PROJECT MANAGER M/F

### INTERNSHIP OFFER

<b>POSITION</b>	Junior Project Manager M/F
<b>COMPANY</b>	Other Solutions Consulting
<b>LOCATION</b>	601 Pavilion House Water Gardens Square London SE16 6RN
<b>STARTING DATE</b>	As soon as possible
<b>CONTRACT</b>	UK Internship agreement - 6 months - Full time or part time depending on profile
<b>HIERARCHICAL ATTACHMENT</b>	Managing Director
<b>COMPENSATION</b>	Minimum wage depending on profile
<b>CONTACT</b>	<a href="mailto:contact@othersolutions.net">contact@othersolutions.net</a> Ref. to be mentioned in the subject line of the email: "Internship Project Manager".

## OTHER SOLUTIONS CONSULTING

OTHER SOLUTIONS is a dynamic and dedicated risk management and consultancy company supporting the humanitarian and development aid sector.

Based in London, it has for the past decade helped international, national and local organisations by taking a human, context-based and program-driven approach to security.

Our mission is to prepare, advise and support organisations in the humanitarian and development sector which have entrusted their safety and security to us. We commit to ethically protect people, assets and programs and to facilitate access to their beneficiaries and other people in need.

## TASKS

Under the supervision of the **Managing Director**, the Junior Project Manager will be **actively involved** in the following tasks:

### ○ MAIN TASKS:

#### Response to tenders:

- **Marketing development and drafting of commercial offers:**
  - Administrative files
  - Relations with international partners
  - Technical and financial response in accordance with client specifications
  - Helping to ensure the administrative, technical and financial compliance of commercial responses

#### Business Development:

- Monitoring to **identify** business opportunities
- **Competitive Intelligence & Business Intelligence**
- Participation in the **establishment of new commercial partnerships**
- Contacting **potential international** partners
- Handling of contractual/legal aspects
- Conducting **market research** (due diligence) and other **strategic documents**

## Communication:

- Design of **marketing presentations** problematised by client
- Support for **public relations missions** with clients and for the benefit of partners

## ○ **ADDITIONAL TASKS:**

- **Support** for the implementation of contracts won and their proper execution over time
- **Support for the day-to-day management of ongoing contracts and projects**

## PROFILE

### Nationality:

- **Person with the right to work in the UK**
- OTHER SOLUTIONS will not be able to sponsor a visa for this internship

### Education:

#### Master's degree or equivalent:

- **Institute of Political Studies** (International Affairs, Marketing, Security and Defence, etc.)
- **University** (Political Science, International Trade, Project Management, Law, Economics, Management, Security & Defence, Risk Management, International Cooperation, etc.)
- Other **similar formations**.

### Prerequisites:

Ideally, you have a **first successful internship experience** (min. 3 months) in a company or institution and an international background.

### Knowledge and skills required:

- **Writing and speaking skills in French and English**
- Strong capacity for **analysis and synthesis**
- Rigour, organisation, increased sense of responsibility
- **Ability to work in a team** in a very dynamic environment
- Curiosity and **ability to solve problems independently**
- **Strength of proposal**, resistance to stress and **flexibility**
- Strong interest in **security & defence issues** and international affairs
- Knowledge of **international relations** (geopolitical news, international affairs)
- **IT**: advanced knowledge of Microsoft Office (Word, PowerPoint, Excel), Adobe

## APPLICATION PROCEDURES

If you would like to join our team, please send your **CV** and a **motivation letter** stating your reasons for applying to the following address, specifying "JR Project Manager Internship" in the subject line: [contact@othersolutions.net](mailto:contact@othersolutions.net)