

**Job Profile**  
**ICAI Project Coordinator**

Full time, 2-year fixed term

Deadline 5<sup>th</sup> January 2026, 12pm GMT

# About Agulhas Applied Knowledge

**Who we are:** Founded in 2003, **Agulhas Applied Knowledge** is a leading provider of evaluation, technical assistance, learning and knowledge in support of international cooperation on global challenges. We work with donors, multilateral organisations, foundations and NGOs, combining a deep knowledge of international development and sustainability with the practical skills to deliver results. In 2021, we became an employee-owned company, a move which reflects the company's core values of equity and commitment, and in 2023 we certified as a B Corporation, verifying that we meet high standards of social and environmental performance, transparency and accountability.

We have a close-knit team of 30 staff working from our canal-side office in Hoxton, London, on a hybrid-working basis. We have a wider network of fellows and associates around the world. The working environment is informal, but the intellectual pace challenging. We offer our staff the opportunity to work with leading thinkers in international development and apply their analytical skills to pressing global challenges.

**What we do:** Since our inception, we have provided strategic advice on aid programmes and development policy to the UK government, other DAC countries, multilateral organisations, developing country governments, philanthropic foundations and NGOs. We specialise in strategic reviews and evaluations: since 2015, we have led the consortium that supports the Independent Commission for Aid Impact (ICAI) to assure the quality of the UK's international development co-operation. We also specialise in knowledge management, helping our clients to develop monitoring and evaluation systems, strengthen their organisational learning systems and improve the quality and value for money of their programming.

Our work is structured around the following areas of practice:

- Climate change and sustainability
- Conflict, crisis and fragility (CCAF)
- Economic Development
- Health & Health Systems

Across these areas, we specialise in:

- Assurance of impact and value for money
- Political economy
- Adaptive delivery
- Policy and strategy
- Good development practice
- Multilateral systems and finance
- Research and analysis
- Evaluation and learning
- Monitoring activities
- Knowledge management

## About the position and how to apply

**We are seeking** a Senior Analyst with at least **2-4 years relevant experience**, to work as the **ICAI4 Project Coordinator** within the Programme Management Unit (PMU) of our key client the [Independent Commission for Aid Impact \(ICAI\)](#). The Project Coordinator role requires a balance of administration, excellent communication, organisation and project management support, and will require the successful candidate to develop a familiarity with the outputs and ways of working of our client, ICAI. The Project Coordinator works closely with the ICAI 4 Programme Director to oversee and facilitate ICAI 4, ensuring smooth programme management. They will also actively engage across all ICAI 4 activities and workstreams, including working with three other part-time Project Officers from each of our partners, providing assistance to individual Review Teams, and other members of the ICAI PMU.

In addition to ICAI 4 Coordination, it is expected that around 40% of time will be spent working as an Analyst or Senior Analyst (depending on experience and thematic background). With such a diverse set of tasks and responsibilities the role is best suited to a **well organised self-starter** with exceptional time and task management skills, who can think and work proactively and maintain excellent communication throughout.

The role sits within the **£32-40K salary band**, depending on experience. It is a two-year fixed term contract role (with potential to become permanent). The main place of work will be our **London office (N1, alongside Regent's Canal)**, with a 40% in-office hybrid working policy. Agulhas is a **family-friendly organisation** committed to staff wellbeing and a positive, inclusive working culture. We offer flexible working arrangements, enhanced parental benefits, health-related subsidies and employee-ownership benefits. [More information can be found here.](#)

We are an equal opportunities employer committed to diversity and treating all employees with dignity and respect regardless of background.

### To apply for this role

Please send a CV (maximum length 3 pages) and covering letter with the subject title *"Project Coordinator ICAI"* to [mark@agulhas.co.uk](mailto:mark@agulhas.co.uk) outlining your interest and relevant experience by **12.00pm GMT 5<sup>th</sup> January 2026. Your cover letter should include confirmation of your right to work in the UK.**

As part of our commitment to safer recruitment in the global development sector, Agulhas may conduct the following screening processes:

- Reference checks
- Proof of eligibility to work in the UK
- Where required by the client, BPSS clearance or other security clearances and screening
- The [Inter Agency Misconduct Disclosure Scheme](#), whereby Agulhas will request information from a successful candidate's previous employers or contracting entities about misconduct or investigations of misconduct related to sexual exploitation, abuse and harassment (SEAH).

We are committed to ensuring our interview process is as inclusive and accessible as possible. If you require any reasonable adjustments throughout the application process, please contact [mark@agulhas.co.uk](mailto:mark@agulhas.co.uk)

### Personal qualities

- You will be an early-career researcher or project manager with **2-4 years' experience in the international development sector** with the qualities listed below.
- You will have the vision, ability and talent to support a growing employee-owned company, contributing both technically and through winning new work.
- You will be entrepreneurial, dynamic, energetic and work collaboratively across multiple teams.
- You will have a strong, team-oriented work ethic, and be able to work in an international and cross-cultural context.
- In combination with good analytical and project management skills, you will have a close attention to detail and a proven ability to deliver in a dynamic workplace.
- You will have the ability to interact positively with clients – behaving professionally and competently on all issues
- **Essential - Have the right to work in the UK (must be confirmed in cover letter)**

## ESSENTIAL knowledge and experience

- At least a masters-level degree in a relevant subject with demonstrable research and analytical skills
- A proven track record and broad experience in the fields of international development and/or humanitarian assistance, climate, economic development or another related field.
- Knowledge of how the UK aid and multilateral systems respond to crises around the world.
- Good project coordination/management experience:
  - ideally in the fields of evaluation and/or research with a track record of delivering projects for a range of international development, government, donor and/or humanitarian clients.
  - Experience of coordinating or managing a portfolio of projects, overseeing their progress and day-to-day delivery, recognising and reporting risks and troubleshooting any issues that occur.
  - Understanding the design and management of project timelines, budgets, workplans, risk matrices and other monitoring tools and have experience with project teams of internal staff and external consultants.
- Able to collaborate successfully within teams, including managing work delegated to you and supporting other team members to achieve high standards in their work.
- Good attention to detail, exceptional time management skills, and highly comfortable with multitasking as a permanent aspect of your day job.
- Knowledge of working with project management software and tools and competent at using a variety of standard computer and cloud-based software packages (e.g. Microsoft Office Suite), as well as social media.

## DESIRABLE qualifications

- Knowledge of French, Spanish or Arabic is an advantage
- Advanced knowledge of MS Teams is a significant advantage
- A period of time spent working (can be either paid or volunteering) in developing countries in the international development or humanitarian sector
- Experience of facilitating and overseeing evidence gathering trips as part of project delivery, including research trip planning and maintaining close reporting links with teams while on mission.
- Knowledge or experience of working with foundations, civil societies or NGOs
- Applicants able to demonstrate quantitative and advanced data manipulation skills, including use of a range of data tools, are particularly welcome

## The role

### ICAI 4 Project Coordinator – 50% LoE (level of effort) across year

#### *Project Management / Administration*

- Support review teams to deliver projects against a set of deliverables and timetable.
- Monitor deliverable deadlines across all projects within the ICAI portfolio, communicating these to the ICAI programme management team on a regular basis. Any risk to a deliverable must be communicated to the ICAI PMU, ideally at the weekly management meeting.
- Maintain project workspaces and ensure that timelines and other project management data is up to date and being reported on a regular basis; taking over the task of inputting this data if needed.
- Provide administrative support, including logistics and back-office duties (incl. helping to arrange travel, visa applications, HEAT training etc.) as required.
- Contribute to meetings proactively; taking minutes where requested.

- Support ICAI Review General Analysts to coordinate copy-edit, proofing and formatting of review documents; and assist with arrangements for graphic design.
- Work with review teams to ensure that deliverables meet the standard required for submission (copy edited, designed and quality assured).
- Fill out regular situation reports for reporting to the PMU.
- Be prepared to provide verbal updates on the progress of areas of work for which you are responsible at the weekly PMU meeting.
- Contribute to monthly, quarterly and annual reporting responsibilities to the secretariat.

### *Security clearances (BPSS/SC)*

- Act as main point of contact for security clearing new review participants on Agulhas led reviews, supporting other partners' Project Officers to security clear participants in the reviews that our partners lead.
- Responsible for communicating requirements to new applicants and manage the collection of supporting documents so they are prepared and ready for submission on time.
- Provide guidance and support for applicants, answering routine questions and monitoring their application progress.
- Responsible for submitting documents to the online portal system and ensuring that the process meets the 15-day KPI.
- Communicate in advance to the ICAI 4 programme management team ICAI4 programme team where there are delays.
- Troubleshoot any problems that arise during the security clearance process and assist in finding solutions to delays.

### *Teaming*

- Scan/search through our pool of candidates to identify potential team members for relevant ICAI reviews.
- Co-manage the teaming workspace, ensuring that contact details for active ICAI team members are up to date.
- Help to prepare teaming recipes for relevant reviews including Conflict of Interest forms, and format CVs into the appropriate ICAI standard template
- Assist in the onboarding and inducting of new team members into ICAI 4 processes.

### *Attendance and Coordination of Meetings*

- Lead weekly ICAI 4 calls with General Analysts on Review Teams to gather updates on the overall ICAI program, ensuring the relevance and accuracy of updates across all reviews is consistent.
- Attend weekly ICAI 4 management meetings to contribute to updates on active reviews, highlighting any difficulties or risks across the ICAI program related to issues such as review timelines deliverables, BPSS Progress, Teaming Progress and Travel.
- Attend regular management meetings with ICAI and partner organisations where relevant.

### *ICAI 4 Information Systems Management*

- Ensure access to, and management of, the ICAI 4 Teams space is up to date and functioning.
- Providing advice and assistance to Review Teams working within the ICAI 4 Teams space.
- Troubleshoot access issues, working closely with the ICAI 4 Data Knowledge Management Officer (DKMO).

## Senior Analyst / Junior Manager – 45% LoE across year

- Act as Study/Evaluation/Review Researcher and Analyst on assignments, including by:
  - Providing analyst support on methodology design
  - Carrying out research and analysis for reviews and evaluations, under the direction of the project Team Leader and/or Project Director.
  - Supporting the production of high-quality written outputs, including working with graphic designers where required
- Act as Study/Evaluation/Review Project Manager on assignments, including by:
  - Managing the delivery of the methodology and project outputs to time, budget and quality, including by delegating tasks to analysts, monitoring the outputs of analysts and consultants, managing risks and verifying that the data being collected meets the required standard.
  - Maintaining strong relationships and lines of communication with the client
  - Keeping project management tools up to date
- Manage or contribute to business development and project proposals, including by:
  - Reviewing opportunities posted on online platforms, conducting an initial suitability analysis and proposing suitable opportunities to the business development team
  - Identifying consultants and partners
  - Assistance to the drafting of technical proposals, working with others, as needed
- Provide surge or technical support as required on other assignments, to help ensure consistently high delivery standards across the portfolio.

## Staff Management and Agulhas Life – 5% LoE across the year

- Actively participate in company life, including the Employee Co-Owners Forum (COF) and associated working groups
- Support elements of the Strategic Plan as delegated by the Leadership Team and CEO
- Advise and respond to requests from Leadership Team

## Agulhas Principles and behaviours we value

The following behavioural standards are expected in this role. You will:

### ***Be Ethical***

- Model Agulhas's values of commitment, integrity, equity, respect, effectiveness and openness
- Display the highest standards of public conduct.
- Adhere to Agulhas policies, including the Agulhas Code of Conduct and the Protection against sexual exploitation, abuse and harassment (PSEAH) policy
- Identify, disclose and manage conflicts of interest when they become apparent to yourself and others
- Treat others justly and fairly.

### ***Be Professional***

- Maintain high standards of skill, care and diligence in professional activities
- Invest time in learning and personal development

- Take responsibility for your own performance and behaviour
- Act as an advocate for Agulhas, both internally and externally
- Be goal orientated, prioritising activities accordingly under guidance from Senior Management
- Set challenging but achievable goals and standards of performance for yourself and others
- Learn from successes and mistakes and encourage the culture of learning in the organisation.

### ***Be independent***

- Be willing to disagree and take an independent stance in the face of dissenting views
- Encourage rigorous discussion and diverse views in order to prevent and dispel 'groupthink'
- Adopt an inquisitive approach and actively question assumptions and test propositions
- Be willing to challenge the status quo and historical ways of doing things.

### ***Be self-aware***

- Demonstrate social and cultural awareness and an ability to relate well to a diverse range of people
- Support colleagues and the company
- Display empathy and respond appropriately and sensitively to the emotions of others
- Demonstrate efforts to explore, understand and limit your own biases and preconceptions as well as those of others.

We look forward to receiving your application!

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