Program Manager, Global Wheat Program

The International Maize and Wheat Improvement Center, known by its Spanish acronym, CIMMYT®, is a not-for-profit research and training organization with partners in over 100 countries. Please refer to our website for more information: www.cimmyt.org

We are seeking a dynamic, self-motivated and service-oriented professional for the position of Program Manager to lead the design and implementation of project management and administrative processes and procedures within the Global Wheat Program (GWP) at CIMMYT. This position will report to the Director of GWP.

The position will be based at CIMMYT’s Main Campus in Texcoco, State of Mexico (located 45 km northeast of Mexico City, Mexico), but will interact with other CIMMYT offices around the world on a regular basis.

**Specific duties:**
- Oversee all administrative tasks within the Global Wheat Program.
- Prepare annual budgets for program in cooperation with Program Financial Administrator and Finance Department.
- Facilitate, in coordination with project leaders, development of project proposals, project reporting and financial reports within the program.
- Coordinate the development of impact-oriented, realistic workplans among scientists of the program and support their effective implementation, aligned with available resources and priorities, in close cooperation with the Program Director.
- Prepare and execute agreements (subcontracts, collaboration agreements) with major R&D partners and investors in collaboration with CIMMYT’s Project Management Unit, the Legal Department Unit and the Finance Department.
- Support Program Director in managerial decisions:
  - Program Members’ hire, renewal and reductions.
  - Program Members’ allocation to projects.
  - Program budget management.
  - Capital approvals.
- Monitor and report on utilization of program budget and commitments on a monthly basis to facilitate informed decision making:
  - Ensure full costing of new proposals.
  - Ensure consistent and appropriate budget upload by Project Managers/Administrators.
  - Develop guidelines for the appropriate division of Program-specific costs among cost centers.
  - Extract budget information to provide feedback to Program Director.
  - Ensure all capital needs of the program are captured in the annual budgeting process and obtain PD’s review and endorsement.
- Provide guidance in Human Resource management:
  - Ensure timely staff hire and contract renewals of Program Members, including consultants.
  - Ensure Program Members are aware of when and how to conduct staff evaluations.
  - Approve travel of Program Members.
  - Ensure appropriate induction of new Program Members.
  - Ensure follow up on Program Members professional development as per staff development plan.
- Actively participate in CIMMYT-wide Program and Project Management Working Group to compare, define, and implement best practices.
- Coordinate annual meetings of the Program.
- Advise and mentor Project Managers and Administrators hosted within Program.
- Perform other duties as directed by supervisor.

**Required academic qualifications, skills and attitudes:**
- Master’s Degree in Business or Public Administration, Project Management or similar field; exposure to or experience in research management.
- At least 5 years of progressive experience in a global environment, preferably in general administration, project management or program administration.
- Proven familiarity with and interest in agricultural science-for-development.
- International experience, working for NGOs and/or project-based organizations and having been exposed to various cultures.
- Knowledge of project management principles for effective implementation of projects across organizations.
- Competencies:
  - Excellent interpersonal skills.
  - Pragmatism and reliability.
  - Analytical skills.
  - Excellent oral and written communication skills in English, with Spanish language skills desirable.

The position is for an initial fixed-term for three (3) years, after which further employment is subject to performance and the continued availability of funds. CIMMYT’s internationally competitive salary and benefits include housing allowance, car, comprehensive health and life insurance, assistance for children’s education, paid vacation, annual airfare, contribution to a retirement plan, and generous assistance with relocation shipment.

Candidates must apply here for 16815 Wheat Program Manager no later than Thursday, 25 February 2016. Incomplete applications (CV, Cover Letter) will not be taken into consideration. Cover Letter should refer explicitly to the essential qualifications, skills, and competencies stated above. For further information on the selection process, please contact Daniel Ixtla, at d.ixtla@cglar.org

This position will remain open until filled. Women are encouraged to apply. Please note that only short-listed candidates will be contacted. CIMMYT is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.