Policy Drafting Consultant

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 an experienced, dynamic, and detailed-oriented professional for the role of Policy Drafting Consultant to take the lead on drafting HR Policies. This consultancy will report to the Global HR Development Manager under the Corporate Services Program.

The services will be rendered at CIMMYT’s Main Campus in Texcoco, State of Mexico (located 45 km northeast of Mexico City, Mexico) but will interact with all regional offices (country and world-wide) on a regular basis.

Specific duties:

→ Assess all existing policies of CIMMYT globally (100+); identify redundancies, gaps, missing information, and lack of clarity.
→ Assess and review the need for new and/or existing policies based on each department needs.
→ Define, propose, and implement a process to establish and review policies on a regular basis.
→ Establish a common template to be used across CIMMYT to draft policies.
→ Define, propose, and implement a robust communication process and training plan on the policies, especially in HR.
→ Establish a comprehensive workplan and set priorities.

Required academic qualifications, skills and attitudes:

→ Bachelor’s degree in Business Administration, Industrial or International Relations, or related field with specialization in HR.
→ Two years of working experience in human resources tasks.
→ Solid experience in drafting policies, procedures and legal requirements.
→ Proficiency in English language. Native speakers of the language will be considered.
→ High level of cultural awareness and sensitivity. Exposure to other cultures will be an advantage.
→ Available for variable/flexible hours.
→ Responsible, strictly organized, and enthusiastic, and adherence to standards.
→ High level of confidentiality and discretion.

CIMMYT offers a consultancy contract which may be extended on mutual agreement.

Candidates must apply online for C15846 Policy Drafting Consultant no later than Wednesday, 6 January 2016. Incomplete applications (CV and 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@cgiar.org. 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. Women are encouraged to apply.