Project Management Specialist

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 Project Management Specialist that will oversee project management policies, guidelines and processes at CIMMYT.

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:
→ Develop and implement project management policies, standards, processes, best practices, and tools.
→ Support compliance and quality control of project management to ensure alignment with CIMMYT policies, and donor requirements.
→ Provide advice, guidance and training on project management to build capacity across the organization.
→ Provide direct project management services to small projects, when needed and based on available time.
→ Foster strong relationship with Project Leaders and Managers, Program Managers and units involved in project management across the organization.

Required academic qualifications, skills and attitudes:
→ Graduation with a master’s degree from a well-recognized university in a discipline relevant to the position. An undergraduate degree with at least two years of relevant experience may compensate for the lack of graduate studies.
→ Experience in:
  → Developing and implementing policies, standards, processes, best practices, and tools for project management in large (e.g., more than 500 employees) and complex organizations.
  → Participating in the development of project proposals and performance reports.
  → Providing advice, guidance, and training on project management to build capacity across organizations, and to ensure compliance and quality control of projects.
  → Providing advice and recommendations to managers (and preferably to executives) on the application of project management policies, standards, and processes.
  → Using Enterprise Systems and providing advice on their effective use and evolution.
  → Applying USAID rules and regulations for projects (e.g., grants and cooperative agreements) would be desirable experience.
→ Knowledge:
  → Project management principles for effective implementation of projects across organizations.
→ Competencies:
  → Interpersonal skills.
  → Service orientation.
  → Pragmatism.
  → Reliability.
  → Analytical skills.
  → Oral and written communication skills.

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 16811 Project Management Specialist by clearly indicating how they meet each of the education and experience criteria for this position in their cover letters. Using each of the education and experience criteria as headers, provide clear and concrete examples of where, when, and how they obtained the experience. Incomplete applications (CV and Cover Letter) will not be taken into consideration. For further information on the selection process, please contact Daniel Ixtla, at d.ixtla@cgiar.org

Screening and follow up of applications start on Friday, 29 January 2016. This position will remain open until filled. 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.