Sabbatical, Work Leave or Consultancy
Laboratory Risk Manager

We are seeking an experienced, self-motivated, service-orientated professional for a 6 month consultancy (renewable for a total of 12 months) as Laboratory Risk Manager for our recently-commissioned, modern agricultural biosciences research laboratory facilities. The successful applicant will develop and implement procedures and guidelines for the development, modification, renewal and discontinuation of SOPs; procedures for the control and handling of hazardous substances; procedures for risk assessment for activities defined within SOPs; a plan for training of staff and monitoring adherence to new norms. She/he must have unquestionable experience/credentials and leadership qualities to garner the respect and effect outcomes from all colleagues working in the laboratories.

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

The consultancy will be based at CIMMYT’s Main Campus (located 45 km northeast of Mexico City, Mexico).

**Specific responsibilities of this consultancy include:**

- Develop and document recommendations for safe and professional operations within the laboratories.
- Develop a harmonized system for the documentation, review, update and use of standard operation procedures (SOP) for all laboratory activities within the laboratory complex.
- Lead the full documentation of SOPs, MSDS, and associated information for risk assessment.
- Develop and document an effective system for risk assessment of activities defined in SOP with special attention placed on substances hazardous to health and/or the environment.
- Assess, and in consultation with CIMMYT’s Risk Management Unit, develop improved procedures to respond to and report incidents in the laboratory.
- In coordination with lab manager, develop and implement a system and schedule for routine expert maintenance and calibration of laboratory equipment.
- In coordination with the lab management committee and lab manager, develop a strategy to ensure training, monitor implementation, and ensure compliance of all staff with SOPs, risk assessment, and management practices.

**We are seeking candidates with the following academic qualifications, skills and attitudes:**

- BA/BS in chemistry, biology, bio-chemistry or other pertinent field; MSc in risk management or related areas will be an advantage.
- Minimum of 5 years of experience leading risk and occupational health management of world class biology, biochemistry or other pertinent research laboratories.
- Successful record developing and overseeing implementation of laboratory operational procedures.
- Excellent communication skills in English; Spanish is desirable.
- Excellent teamwork and ability to work in a multicultural, multidisciplinary work environment.

We offer a 6-month contract which may be extended by mutual agreement up to 12-months. CIMMYT will pay travel costs to and from Mexico. We offer access at cost to a furnished apartment and cafeteria on site, and free use of gym and swimming pool.

**CIMMYT is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.**

To apply for this position, please email cover letter and CV no later than **Friday, 5 June 2015** to HR, CIMMYT (Email: irsrecruitment@cgiar.org / Please indicate Position Reference number: C15821 in the header of your email). For further information on the selection process, please contact Esther Mendoza, at e.m.ramos@cgiar.org

**Please note that only short-listed candidates will be contacted.**