CRP Wheat Program Administrator

We are seeking an innovative and self-motivated multi-project administrator to support managing the CGIAR Research Program (CRP) on Wheat (WHEAT for short), which is led by CIMMYT and co-led by CGIAR sister center ICARDA. For more information, please visit: http://wheat.org/. The position reports to the CRP Director and is under the supervision of the WHEAT Program Manager. Start date should ideally be 1 February 2016.

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 position will be based at CIMMYT’s Main Campus (located 45 km. northeast of Mexico City, Mexico), but will interact with other CIMMYT and ICARDA offices, as well as research partner offices, around the world on a regular basis.

Specific duties and responsibilities of this position include:
- Liaise with project managers, principal investigators, CIMMYT and ICARDA Project Management Unit, other CGIAR Centers’ Units and non-CGIAR research institutions (Program Participants), to gather, maintain and update all WHEAT project-related information for planning-year-ahead and progress-reporting purposes.
- Manage and improve the system to monitor delivery of milestones and outputs and other reporting obligations contained in the Partnership Agreement with the CGIAR Consortium and all sub-contracts under WHEAT. Assist CIMMYT and ICARDA “supervisor” scientists in keeping track of WHEAT partner sub-contract agreements and reporting under those agreements.
- Establish solid routines to make it easy for partners with respect to their partner reporting (both technical and financial reporting).
- Implement a system to track progress towards outcomes of WHEAT Phase II (starts 2017) with the Monitoring and Evaluation unit.
- Support preparation and follow-up of WHEAT-Management Committee and -Independent Steering Committee meetings (twice a year each).
- Undertake analysis of WHEAT project information as and when requested (e.g. overall progress rate, identify problem areas or gaps, etc.).
- Liaise with CIMMYT’s Finance Office to maintain and update documentation of partner payments, partner payment approvals, and monitor budget burn rates of WHEAT projects.
- Conduct any other assignments related to project administration, as may be required.

We are seeking candidates with the following academic qualifications, skills and attitudes:
- Bachelor’s degree in Business Administration, Finance, Project Management or similar field. Master’s degree is desirable.
- More than 7 years of experience in a consulting firm, or similar multi-project work environment.
- Experience with budget planning and administration (results-based management, objectives-based budgeting or similar).
- PMI certified or similar desirable.
- From 2 to 5 years of international work experience. Exposure to academic or applied research organization is a plus.
- An effective and energetic team player, with the ability to work in a multidisciplinary and multi-cultural environment.
- Fluency in spoken and written English, other foreign languages is a plus.
- Strong self-motivation and innovative skills.
- Practical skills in Microsoft Project, or other project management software.

We will offer an initial contract 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.

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.

Candidates must apply here for 15829 CRP Wheat Program Administrator no later than Tuesday, 15 September 2015. Incomplete applications will not be taken into consideration. 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.