Sr. Manager, Project Management

We are seeking a result-oriented and experienced Sr. Manager, Project Management, to manage and provide leadership and coordination to CIMMYT projects. The candidate will work with other department leaders to define, prioritize, and develop projects and programs and advise the organization on resource mobilization. The position will be responsible for the overall project management function at CIMMYT, including monitoring, evaluation, and learning (MEL) for CIMMYT’s projects, programs, and CGIAR Research Programs.

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) and will interact with CIMMYT’s regional offices world-wide on a regular basis.

Specific duties and responsibilities of this position include:
- Develop and oversee all project management policies, standards and processes at CIMMYT.
- Plan and implement appropriate project MEL approaches for CIMMYT and CGIAR Research Programs managed by CIMMYT.
- Advise programs and projects on appropriate staffing skilled in project management and MEL, participate in selection committees, on-boarding and training.
- Develop CIMMYT’s fundraising strategy.
- Coordinate donor relations in collaboration with the DG’s office, program and project leaders.
- Scout donor opportunities and advise programs on project development.
- Supervise all interactions with donors on CIMMYT grants and ensure effective follow-ups and processes with Finance and Programs.

We are seeking candidates with the following academic qualifications, skills and attitudes:
- University degree at Master level from a well-recognized university that includes training in project management and MEL.
- Substantive (> 7 years) years of leading project management and/or MEL in donor or international research organizations with core responsibilities for results-based management, program or project evaluation and monitoring, the application of theories of change and implementing learning activities with evidence from monitoring and evaluation.
- Demonstrated experience in developing, reviewing and presenting proposals and donor reports.
- Excellent analytical and conceptual skills with proven ability to work and take initiative in multi-disciplinary teams.
- Strong communication, interpersonal and influence management skills with results-orientation.
- Ability to travel internationally and interact effectively in a multicultural environment.
- Experience with Enterprise Systems and their effective use and evolution.
- Good knowledge of English, working knowledge of Spanish desirable.

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 **15836 Sr. Manager, Project Management** no later than **Friday, 23 October 2015**.

Incomplete applications (CV and Cover Letter) will not be taken into consideration.

Cover Letter should refer explicitly to the essential qualifications, skills, and attitudes 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.