

Project Administrator

Global Alliance for Improving Food Security and the Livelihoods of the Resource-poor in the Developing World.

In collaboration with other CGIAR centers involved in maize and wheat research, most prominently [IITA](#) and [ICARDA](#), [CIMMYT](#) has developed new strategies – the [MAIZE](#) and [WHEAT](#) CGIAR Research Programs – that describe how the world's maize and wheat research and development communities must work together for food security, to provide maize and wheat at prices affordable to the poor and doing so in the face of rising demands and climate change, whilst protecting the environment (<http://www.cimmyt.org/en/what-we-do/maize-and-wheat-cgiar-programs>).

This global alliance is seeking two innovative, self-motivated projects administrators, for each of the two agricultural research programs MAIZE and WHEAT. The position will be hired and based at CIMMYT's Main Campus located 45 km northeast of Mexico City, Mexico.

Specific responsibilities of this position will include:

- Liaise with project managers, principal investigators, PI's, CIMMYT's Project Management Unit, other CGIAR Centers' Units and other Program Participants, to collate and update all MAIZE project-related information.
- Set up a system and monitor delivery of milestones and outputs and other reporting obligations contained in the Partnership Agreement with the Consortium Office and all sub-contracts under MAIZE/WHEAT
- Able to communicate, instill project management attitude and skills in others. Assist the Scientists (PIs) in keeping track of MAIZE/WHEAT partner sub-contract agreements and reporting under those agreements.
- Make it easy for partners with respect to their partner reporting (both technical and financial reporting), by establishing solid routines
- Liaise with CIMMYT's Finance Office to maintain and update documentation of partner payments.
- Liaise with CIMMYT's Finance Office to assist with partner payment approvals under MAIZE/WHEAT.
- Liaise with CIMMYT's Finance Office to monitor budget burn rates of MAIZE/WHEAT projects.
- Retrieve information from both paper files and databases to resolve queries.
- Undertake analysis of MAIZE/WHEAT project information as and when requested.
- Conduct any other assignments related to project administration, as may be required.

We are seeking candidates with the following qualifications:

- Bachelor degree in Economics or related field. Advanced degree is a plus.
- More than 7 years of experience in a consulting firm, or similar multi-project work environment.
- Experience with budget, planning and administration.
- PMI certified or similar desirable.
- From 2 to 5 years of international work experience.
- 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.

The International Maize and Wheat Improvement Center, known by its Spanish acronym, CIMMYT® (www.cimmyt.org), is a not-for-profit research and training organization with partners in over 100 countries. The center works to sustainably increase the productivity of maize and wheat systems and thus ensure global food security and reduce poverty. The center's outputs and services include improved maize and wheat varieties and cropping systems, the conservation of maize and wheat genetic resources, and capacity building. CIMMYT belongs to and is funded by the Consultative Group on International Agricultural Research (CGIAR) (www.cgiar.org) and also receives support from national governments, foundations, development banks, and other public and private agencies.

CIMMYT has had enormous impact in the developing world. It is the center of excellence for work on two of the three most important food crops in the developing world. Its most famous employee, Dr. Norman Borlaug, is credited by many with saving more lives than any other individual in the history of the world. Borlaug's work dramatically increased yields of wheat in the Indo-Gangetic plains in the 1960s and 1970s, staving off starvation for hundreds of millions. For this work, Borlaug received the Nobel Prize in 1970. Scores of other CIMMYT efforts have saved or enriched millions of lives, from releasing disease-resistant varieties and varieties resistant to drought and heat and soil deficiencies, to dispersing techniques to reduce farmer costs and post-harvest losses. In developing countries, wheat varieties developed by CIMMYT and its partners cover 75% of the area planted to modern wheat varieties.

CIMMYT offers an attractive remuneration package paid in US dollars, with a range of benefits including housing allowance, life and health insurance, education allowance (for pre-school, elementary, secondary, and other pre-university grade levels), home leave, retirement fund, and relocation shipping assistance.

CIMMYT is an equal-opportunity employer and strives for staff diversity in gender and nationality.

[Apply online](#) no later than **May 27th, 2012**

At www.cimmyt.org, click on "About us – Job Opportunities- Position" -2012-16. Please complete the online application, including your cover letter, competencies and experience for the position, and a detailed CV/resume.

For further information, contact Mr. Victor Kommerell, Wheat Program Manager V.Kommerell@cgiar.org or the Human Resources Office. iobs-cimmyt@cgiar.org. *Please note that only short-listed candidates will be contacted.*