

Maize Scientific Program Administrator

The **International Maize and Wheat Improvement Center (CIMMYT)** seeks a results-oriented and experienced Scientific Program Administrator for the Global Maize Program (GMP). As a Nairobi-based member of the CIMMYT-GMP, the selected candidate will work under the direct supervision of the Global Maize Program Director, and will work in close interface with the GMP Scientific and Administrative Teams worldwide, and other Programs/Units of CIMMYT, for effective management of the scientific program (as outlined below).

Specific responsibilities of the position will include:

- Support the Program Director and other colleagues in GMP in formulating Concept Notes and Project Grant Proposals for fundraising on prioritized areas of maize research-for-development in the developing world.
- Assist the Program Director in collation and analysis of project-related information, monitoring of the scientific work plans, delivery of key milestones and outputs, and other reporting obligations of CIMMYT-GMP.
- Help implement SOPs on effective project management by the GMP team implementing diverse projects.
- Assist GMP scientists on project related MoUs and implementing SOPs on germplasm exchange.
- Analyze Program resources and their use, and create a Program-specific strategic plan for human resource and capital development.
- Support implementation of effective communications strategies for raising awareness of CIMMYT Maize Program's activities and achievements.
- Assist in reviewing the technical/financial reports of CIMMYT-GMP projects, as and when required.
- Retrieve information from relevant databases and/or the web, as required, for resolving queries of the GMP team/project partners/stakeholders.
- Contribute to the visibility of CIMMYT's research, partnerships and impacts.
- Undertake any other task related to the CIMMYT Maize Program administration, as assigned by the Program Director.

We are seeking candidates with the following qualifications:

Essential:

- Basic degree in agriculture or science and technology or relevant field. Advanced degree is a plus.
- A minimum of five years of experience in the management/administration of significant-scaled projects or programs, desirably in the area of international agriculture.
- Experience in developing successful project proposals.
- Practical skills in project management software.
- Fluency in spoken and written English, other foreign languages is a plus.
- An effective and energetic team player, with the ability to work in a multidisciplinary and multi-cultural environment.
- Strong self-motivation and innovative skills, with capacity to work independently and meeting deadlines.

Desirable:

- Masters' degree in Business Administration or related field.
- Understanding of international agricultural research-for-development issues.
- Familiarity with web publishing and interactive media.

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.

The position will be based in Nairobi, Kenya, but may involve travel to other GMP locations, as needed. The initial appointment is for three years, with possible renewals based on performance. 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 July 30th, 2012.

At www.cimmyt.org, click on "About us – Job Opportunities- Position" - **2012-27**, please complete the online application, including your cover letter, competencies and experience for the position, and a detailed CV/resume.

For further information, contact **Dr. B.M. Prasanna**, Director, Global Maize Program b.m.prasanna@cgiar.org or the Human Resources Office, jobs-cimmyt@cgiar.org.

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