

The Person and the Job

If you have extensive project/program management experience and, ideally, a relevant qualification or accreditation and experience you may be the person the International Water Management Institute (IWMI) is looking for to fill the post of Senior Program Manager for the Consultative Group on International Agricultural Research (CGIAR) Research Program on Water, Land and Ecosystems. IWMI is leading the new CGIAR Research Program on [Water, Land and Ecosystems](#) (CRP5) which will be launched in early 2012, bringing together all 15 CGIAR centers and extensive, external partners. Reporting to the Program Director, the Senior Program Manager will manage all operational aspects of the research program in liaison with partners and IWMI colleagues. This position will be based at [IWMI headquarters](#) in Colombo, Sri Lanka.

You will:

- support establishment and maintenance of CRP5 management and governance structures;
- develop, draft and monitor contracts and agreements with the CGIAR and other partners;
- manage all operations of the program including:
 - coordination with leaders of the CRP5 Strategic Research Program to ensure concerted delivery of CRP5 objectives;
 - communication of program goals, requirements and deliverables to all relevant staff and CGIAR center partners;
 - develop and manage program work plans and timelines, updating and adjusting events as required;
 - design and implementation of systems to track, monitor and report program plans, objectives and deliverables;
 - manage program budget and ensure appropriate and timely financial reporting, in conjunction with IWMI's Finance Department; and
 - supervise support staff in the CRP5 office.
- oversee implementation of the CRP5 Monitoring and Evaluation plan and undertake regular and routine reporting with the CGIAR Consortium Office on finance and research deliverables and other briefs as required;
- plan logistics for CRP5 meetings: prepare agendas, background information, and meeting outputs and materials for follow-up actions;
- plan and deliver program workshops/training as required within the CGIAR and in the field;
- support development of the CRP5 partnership strategy and implementation plan;
- coordinate development of CRP5 proposals, manage information flows and support development of CRP5-associated center and partner proposals;
- support development of the CRP5 communication strategy and implementation plan, and coordinating communications and outreach to partners and other external audiences, in liaison with IWMI's Information and Knowledge Group to develop materials/products;
- respond to internal/external project information requests;
- ensure effective risk management of the Program with appropriate alerts/processes for problem-solving; and
- handle other management tasks assigned by the CRP5 Director or in support of the research program.

You will possess:

- a bachelor's degree in a relevant field;
- qualification in Project Management, e.g., PMP, PRINCE2 or similar, and/or substantial, successful project management experience;
- experience working in an international environment, e.g., United Nations (UN) agency;
- a minimum of 5 years' experience managing complex, multiple-partner, high budget, projects; and
- extensive experience in successfully coordinating multiple project activities, managing project deliverables and project budgets, and using associated software.

It would be useful if you also had:

A master's degree in a relevant field, some familiarity with food security issues in developing countries, experience of liaison with stakeholders, e.g., donors, governments, nongovernmental organizations (NGOs) and research organizations, ideally in an international environment and knowledge of the CGIAR system.

This is an internationally recruited position with a competitive salary and benefits package, which includes a housing allowance, transport, education, shipping assistance, annual home leave, retirement, and health insurance package. IWMI's policy is to appoint staff initially on three year contracts which are subject to renewal, depending on performance and institute's needs. This position will also require travel in the regions IWMI works in.

The International Water Management Institute (www.iwmi.org) is a non-profit, scientific organization engaged in research and capacity building activities for developing countries. Our mission is to overcome poverty through better management of land and water resources. Working with diverse partners and supported by the Consultative Group on International Agricultural Research (www.cgiar.org), IWMI seeks to translate its research findings into actionable recommendations for policymakers, resource managers and poor rural communities. IWMI is based in Sri Lanka and has regional offices in 12 countries in Asia and Sub-Saharan Africa.

IWMI is an equal opportunity employer and is keen to further diversify its staff in terms of both gender and nationality.

Please submit your application on-line at: www.iwmi.org/About_IWMI/Vacancies/ **Closing date: 31st January 2012**

Complete Application Form + attach your résumé + attach your letter which addresses IWMI's requirements shown above with names and email addresses of 3 professional referees, to be contacted if you are short-listed