



International Potato Center

POSITION ANNOUNCEMENT Ref.: 09-06 PMTW/IRS/HQ

Proposal Manager/Technical Writer

The **International Potato Center (CIP)** is seeking a proposal manager / technical writer who can tackle tough editing jobs under tight deadlines and work closely with staff centerwide to produce grant technical materials and proposals. The candidate should be committed to exercising leadership in a cooperative and challenging science environment. Women and developing country professionals are particularly urged to apply.

The Center: CIP is a not-for-profit international agricultural research organization with a global mandate to conduct research on genetic resources of potatoes, sweetpotatoes, and other Andean roots and tubers, crop genetic enhancement and improvement, integrated crop management and sustainable management of natural resources. CIP's vision is to contribute from its areas of expertise to the fulfillment of the Millennium Development Goals (MDGs), in particular those Goals that relate to poverty, hunger, child and maternal mortality, and sustainable development. CIP has 35 years of experience producing research outputs and global public goods for dissemination worldwide. CIP has its headquarters in Lima, Peru with staff and activities in locations across Africa, Asia and Latin America. CIP is a member of the Alliance of the CGIAR Centers, a network of 15 research centers mostly located in the developing world and supported by more than 60 donor members.

The Office: The successful candidate will work under the newly created Grants and Contracts Office. The Office concentrates the previously dispersed tasks of providing the Center support in opportunity identification and fundraising, proposal preparation, and contracts management and administration. CIP currently manages approximately 150 grants and contracts, from more than fifty donors and investors, which are valued at \$25M/year.

The Position: CIP seeks a successful professional to manage the proposal process from start to finish including writing and development of proposals. The candidate will be capable of evaluating grant applications for fit with CIP's mission and strategic goals and conformance to funders' guidelines and CIP's policies and standards. The candidate will be required to maintain active communications with key players in the development process and supervise members of the proposal team. He or she will perform proofreading and editing and ensure editorial integrity of proposals and grant technical materials. The successful candidate will also establish proposal directories and files, control access to proposal files, and maintain version controls. Will organize, populate, and maintain a proposal library of materials, templates and standards for use and re-use by proposal team members; and will develop reporting systems to keep management and key players abreast of proposal status.

The successful candidate will have:

- A Bachelor's Degree in Marketing, Communications, Journalism or related field, with significant (10-15 years) proposal management experience in an international organization. Experience in research organizations or consulting firms are highly desirable. Knowledge of agricultural research is a plus.
- The ability to handle multiple tasks and projects at once; superior organizational skills; attentive to details.

- Familiarity or exposure to more than one company's proposal process desired.
- Proactive, innovative and creative attitudes, particularly in quickly establishing a rapport with CIP's divisions, regional offices and partnership programs.
- Knowledge of PCs and Microsoft Office products (Word, Excel, PowerPoint, Outlook). Excellent written and verbal communication skills in English, including proofreading skills. Knowledge of Spanish is desirable.

Conditions: The Proposal Manager/Technical Writer is an international post based in Lima, Peru. CIP offers an attractive remuneration package, including a range of benefits such as pension, health care, home leave, and exoneration from local income tax. Some regional and international travel is required. CIP prides itself on its collegial and supportive working environment, which allows space for personal and professional growth. The position is at CIP headquarters in Lima, Peru. Lima is a comfortable, modern coastal city with a variety of educational, recreational, cultural and entertainment options. See <http://www.expatsperu.com/eperu.php> for more information.

Applications: Applicants should apply by email, sending a cover letter summarizing their interest and qualifications for this position, a full C.V. and the names and contact information of three referees knowledgeable about the candidate's professional qualifications and work experience to Ms. Rosario Marcovich at cip-recruitment@cjar.org. The reference name of the position should be clearly marked on the subject line of the email message. Screening of applications will begin on May 14th, 2009 and will continue until the position is filled.

All applications will be acknowledged; only short listed candidates will be contacted.

To learn more about CIP please visit <http://www.cipotato.org> .

CIP seeks diversity and gender balance in its staff. Women and professionals from developing countries are particularly encouraged to apply