



Senior/Program Manager, Water, Land and Ecosystems

(Short-term assignment covering maternity leave)

Duration: 6 months

Estimated start date: 25 January 2016

Background

The CGIAR Research Program on Water, Land and Ecosystems (WLE) promotes an innovative approach to sustainable intensification in which a healthy functioning ecosystem is seen as a prerequisite to agricultural development, resilience of food systems and human well-being. This program is a collaboration of 11 CGIAR centers, the Food and Agriculture Organization of the United Nations (FAO), and numerous national, regional and international partners. WLE is led by the International Water Management Institute (IWMI) and is part of the CGIAR Consortium's constellation of research programs which strive for a food-secure future.

The International Water Management Institute (IWMI) is seeking an individual with extensive project/program management experience in an international environment and, ideally, a relevant qualification or accreditation to fill the post of Senior Program Manager for the CGIAR Research Program on Water, Land and Ecosystems. This will be a short term assignment to cover maternity leave.

Reporting to the WLE Program Director, the Program Manager will manage all operational aspects of the research program in liaison with other members of the WLE Operations Team, WLE partners and IWMI colleagues. This position will be based at IWMI headquarters in Colombo, Sri Lanka.

You will:

- Manage operations of the program including:
 - ❖ Coordinate with leaders of the WLE Flagships and Core Themes to ensure concerted delivery of WLE objectives.
 - ❖ Work closely with the Monitoring, Evaluation and Learning (MEL) Manager to develop, monitor and manage program work plans and timelines; and track progress against objectives and deliverables.
 - ❖ Develop and maintain Planning and Reporting (P&R) System, jointly with MEL Manager, and other WLE systems including SharePoint
 - ❖ Manage program budget and ensure appropriate and timely financial planning and reporting, in conjunction with IWMI's Finance Department.
 - ❖ Supervise support staff in the WLE office.
- Support WLE's Management and Steering Committee as well as other WLE networks
- Supervise the development, drafting and monitoring of contracts and agreements with the CGIAR and other partners;
- Provide reports to the CGIAR Consortium Office on WLE progress and other briefs as required;

- Support the WLE Monitoring, Evaluation and Learning Coordinator to implement M&E for the program;
- Support WLE related proposal development
- Plan WLE meetings: prepare agendas, background information, and meeting outputs and materials for follow-up actions;
- Respond to internal/external project information requests;
- Handle other management tasks assigned by the WLE Director or in support of the research program.

Specific tasks expected during the period include:

- Deliver 2016 annual Plan of Work and Budget (POWB) and Annual Report to Consortium Office together with any follow up and revision
- Support development of WLE Phase II proposal, particularly on governance/management and finance
- Support Steering Committee meeting(s) including preparation of background materials, agenda, minutes and follow up
- Support monthly Management Committee meetings including minutes and follow up
- Chair weekly Operations Team briefings
- Work closely with IWMI Finance Head to maintain and update WLE budgets
- Issue Program Partnership Agreements (PPAs) to WLE Partners for 2016, based on approved plans and budgets
- Work closely with Manager, WLE Communications and Knowledge Management to plan and manage WLE Science Meeting (subject to funding)

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., CGIAR, United Nations (UN) agency;
- a minimum of 5 years' experience managing complex, multiple-partner, high budget, projects;
- extensive experience in successfully coordinating multiple project activities and managing project deliverables and project budgets

It would be useful if you also had:

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

Interested candidates should send CV and expression of interest to:

Ms. Viranga Kularatne (email: v.kularatne@cgiar.org), IWMI, Colombo, Sri Lanka

For information about IWMI : <http://www.iwmi.org>

For information about WLE : <http://wle.cgiar.org/>

Closing Date: October 20, 2015