
Vacancy Announcement

Title: **Operations Manager, Mexico**
Category: **Internationally recruited professional**
Duty Station: **Mexico City, Mexico**

ABOUT IDLO

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law.

To learn more about IDLO, please visit our website www.idlo.int or follow us on Twitter [@IDLO](https://twitter.com/IDLO).

IDLO IN MEXICO

Mexico has made significant efforts to modernize its justice and security system, and to strengthen the rule of law. Through constitutional reforms, institutional and regulatory changes, two processes have been developed to advance this objective. The first process is the transition from an inquisitorial to an accusatory system of justice that began with the 2008 Constitutional reform. The second is the implementation of the National Public Security System (SNSP). Both initiatives have deep implications at the federal, state and municipal levels, as they work to redesign the institutional architecture, rules, procedures, and methods, and also aim to change institutional culture and public expectations.

IDLO is committed and engaged with Mexican institutions to support the rule of law in Mexico by strengthening the capacity of police institutions in Mexico as they apply the police professionalization process as part of the country's criminal justice system reform.

The project will focus on capacity development in three areas. First, there will be initial training for preventive police at the municipal level under the Professionalization Framework Program (PRP) and certification process to improve their competence and professionalism. Next, the project will enhance the knowledge and skills of first responders to improve their performance in the criminal process and therefore the quality of criminal justice. The third area will address the capacity of procedural police to consolidate the units at the state level to ensure adequate implementation of the criminal justice system.

THE ROLE

Under the supervision of the Country Manager and in collaboration with the Regional Program Manager, Latin America and the Caribbean as well as with other service departments at IDLO HQ in Rome, the incumbent shall primarily be responsible for the following duties:

1) Operations management

- Manage and coordinate all operational support functions for the IDLO program in Mexico including Finance, Human Resources, Procurement, Logistics and Security.

- Ensure that the policies, procedures and systems regarding operations services in Mexico Country Office are in compliance with IDLO's institutional standards and approach, while at the same time taking into account the realities of working in Mexico.
- Provide support to the overall management, coordination and planning for IDLO office in Mexico including the relationship with local implementing partner.
- Lead, motivate and coach the operations team, facilitating the cultivation of appropriate skills to continuously enhance sound working relationships within the Office.
- Monitor the program implementation environment, including political development and human resources issues that may affect implementation of IDLO projects.
- Maintain a highly efficient and secure Office Services function with a strong focus on client-service for both internal and external users.

2) Finance and Procurement management

- Ensure the IDLO Country Office compliance with corporate procurement policies and procedures.
- Ensure the timely preparation and submission of all financial reports and documentation to the HQ Finance Team including monthly bank and cash accounting worksheets, ensuring the correct allocation of costs to the program budget lines and reviewing the monthly fund transfer requests to HQ.
- Monitor program expenditures and utilization of funds; ensure compliance with IDLO Financial Procedures and Donor Rules and Regulations; be responsible for updating financial forecasts and contribute to projects and/or budget revisions as required.
- Keep track of financial progress of the projects; analyze project expenses as required, underline budget deviations and provide analysis.
- Ensure internal control procedures are followed for all cash disbursement, receipts and transfers.

3) Human Resources, Admin and Logistics management

- Ensure the IDLO Country Office compliance with corporate human resources policies and strategies.
- Ensure optimal staffing of the office and projects.
- Ensure effective talent management, including recruitment, induction, and learning; ensure necessary human resources policies and procedures are in place and consistently applied across the IDLO Mexico Office.

IDEAL CANDIDATE PROFILE

Education and Experience

- Undergraduate degree in Finance, Business Administration, or related field is required.
- Professional accounting qualification such as ACCA, CPA is highly desired.
- Minimum 7-8 years of relevant professional experience with operations management including financial, human resources and administrative functions at international level working ideally with US donor-funded projects.
- Previous experience in setting up a new office and in team supervision.

Languages

- Fluency in Spanish and English is required.



Specific knowledge, skills and competencies

- Broad experience in team and budget and resource management, strategic planning and capacity building;
- Understanding of various donor rules and regulations, in particular, US donors.
- Excellent written and verbal communication skills.
- Sound knowledge of IPSAS.
- Sound knowledge of Microsoft Word, Excel and PowerPoint.
- A self-starter, able to identify improvements to working practice, make recommendations and implement changes.
- Excellent interpersonal skills and the ability to work constructively with several internal service departments.
- Proven ability to develop and foster productive working relationships across a globally-based organization.
- Proven ability to carry out tasks, set objectives, and deliver results.
- Ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit.
- Keen sense of ethics, integrity, credibility, and commitment to IDLO's mandate.

TERMS AND CONDITIONS

The successful candidate will be contracted for an initial period of 12 months, with the possibility of an extension based on satisfactory performance and funding availability.

The Operations Manager will be based in Mexico City, Mexico with expected travels to the region and may be required to travel to other location, as determined by the Supervisor.

For this internationally recruited position, IDLO shall offer a monthly basic compensation in the range of USD 7,000.- and additional benefit package including medical, mission insurance and provident fund.

HOW TO APPLY

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

All interested applicants are encouraged to apply via our website: www.idlo.int/jobs and submit the completed IDLO Personal History Form (PHF), resume and cover letter.

DISCLAIMER AND CLOSING DATE

The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this work. This is not an exhaustive list of all duties and responsibilities.

IDLO reserves the right to amend and change responsibilities or even to cancel the recruitment to meet business and organizational needs as necessary.

Application deadline is **18 December 2017** (23:59hrs Rome time)

