
Vacancy Announcement

Title: **Program Manager**
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.

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 ASSIGNMENT

Under the direct supervision of the Country Manager, the Program Manager is responsible for the following main duties:

- 1) Manage day to day program implementation, including: work planning, budget management, monitoring, and reporting, and ensure that all phases of the project are consistent with the project design and delivery schedule;**
 - Monitor daily program implementation issues, including revisions to project design and work plans; make recommendations for timely and optimal course corrections;

- Collaborate and communicate regularly with the IDLO HQ Finance Department and HQ program counterpart in order to build accurate financial forecasts, including reviewing financial reports and identifying in advance areas of over- or under-spending, and flagging any urgent budgetary issues;
- Draft and provide inputs to annual and quarterly reports; coordinate the submission of financial and narrative reports; ensuring these are able to highlight the value and impact the program/activity brings;

2) Ensure program compliance with donor contract as well as quality standards

- Ensure compliance with program contracts and subcontracts;
- Conduct research on legal, political, social, and economic events, trends, and/or developments relating to the program; respond to internal and external requests for such research;
- Ensure program deliverables meet quality standards and proactively seek input from relevant substantive internal experts;

3) Program Reporting, Monitoring and Evaluation

- Collaborate with the Evaluation Unit and liaise closely with the relevant Program team on the evaluation of programs;
- Identify and report on timely manner any difficulty or possible change in the program strategy, objectives, results or activities, and make recommendations for timely and optimal course corrections;
- Identify project and team successes and lead documentation for internal and external information sharing.

4) Program Development and Program Representation

- Represent IDLO in program events, build relationships with donors, UN agencies, government institutions; CSO's and other stakeholders in the rule of law field;
- Generate ideas and identify new program opportunities; develop proposals or concept notes aimed at innovatively expanding IDLO's program portfolio in line with country/regional/organizational strategies;
- Responsible for design of implementation plans by means of standardized program cycle management tools, logic models and frameworks, work plans, monitoring reports, and others;
- Build relationships and liaise with donors, beneficiaries, and other external stakeholders, including through face-to-face meetings and the preparation of reports and briefs.

5) Lead team, ensuring effective, efficient, results-based and timely delivery of activities and results;

- Effectively lead the team by providing clear direction, addressing development, and performance management through ongoing dialogue, and mentoring; fostering a teamwork approach in meeting objectives and goals; address possible conflicts in a positive and constructive manner; encourage initiative and maintain effective working relationships within a multi-cultural setting;

IDEAL CANDIDATE PROFILE

Education and Work experience

- Advanced university degree (Masters or equivalent) in Law, International Relations, social sciences or any other related field;
- Minimum 8 years of relevant professional experience; Previous experience in a similar role;
- Proven experience in working with Government Dept., Ministries and high-level officials;

Languages

- Excellent oral and written communication skills both in Spanish and in English.

Specific knowledge, skills and competencies

- Strong interpersonal and organizational skills;
- Enthusiastic and proactive attitude in building partnerships with a broad range of stakeholders and driving results, including at the senior level;
- Excellent communication skills, both written and oral;
- Ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit.
- Ability to respond timely to queries and provide feedback;
- Self-motivated and dynamic with a willingness and ability to use initiative to assist the organization to achieve its objectives; and
- Keen sense of ethics, integrity and commitment to IDLO's mandate.

TERMS AND CONDITIONS

The Program Coordinator will be required to render services in Mexico City but may be required to travel to other locations, as determined by the Supervisor.

The Duration of the assignment is twelve (12) months, with possibility for extension subject to satisfactory performance and availability of funding.

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

HOW TO APPLY

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.

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

DISCLAIMER AND CLOSING DATE

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

The Director-General of 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).

