

Position Title:	Project Manager
Reporting To:	Business Development Director
Supervises:	N/A
Location:	Las Paz, Bolivia
Application Deadline:	June 30 th , 2018

About Pro Mujer

Pro Mujer is a leading women's development organization and a mission-driven social enterprise that harnesses the power of innovation to drive transformative, sustainable ideas to scale. Pro Mujer empowers women to realize their full potential and delivers vital services that help women lift themselves out of scarcity, run successful businesses, invest in their own wellbeing, and uplift their families and communities. Today, Pro Mujer serves nearly 300,000 women in Argentina, Bolivia, Mexico, Nicaragua, and Peru and employs over 1,800 dedicated people across Latin America and the US.

Since 1990, Pro Mujer has disbursed more than US\$3 billion in small loans and provided business and empowerment training, and preventative, primary and reproductive health care to millions of women and their families in Latin America, transforming lives and communities.

Scope of Work

We are looking for an experienced project manager to lead various key projects and initiatives in Bolivia. He/she must be an influencer, a driver that will get things moving along to plan and get projects done in short timeframes. The nature of the role requires someone who is motivated by driving process improvements, solving issues, and is extremely comfortable with ambiguity, working in a complex environment, and proficient in using project management tools.

Responsibilities

- In alignment with Pro Mujer's strategic plan in Bolivia, work with the Business Development Director to drive key projects and initiatives related to mergers, acquisitions, divestitures etc.;
- Partner with local key leaders to track new markets and emerging trends, recommend new products and services, write proposals and plans, and guides long-term objectives to meet business needs and requirements;
- Monitors external and internal environment for development of new market segments in Bolivia.
- Supports the team by providing financial due diligence assistance, valuation and other deal support services. Analyzing existing approaches to the development of business and creating options where appropriate;
- Works with the country and functional teams to ensure compliance with local and international regulations, to ensure proper training ;
- Works across functional areas to identify synergies to support in the implementation of all existing and new business development opportunities;
- Identifies and supports the implementation of systems that ensures a lean and highly functional operation with high service levels of delivery and standard solutions;

- Lead end-to-end delivery of assessing complex business/process issues; identify actionable opportunities and design solutions;
- Deploy tools and identify metrics that will support the timely and effective completion of strategic projects approved by senior leadership;
- Provide input on risk management strategy and program execution for the line of business. Work with risk management and other internal partners to monitor changes in internal and external factors and to help ensure compliance with regulations and policies;
- Work closely with country directors, HR, audit & compliance, IT, etc. to conceptualize the framework and ensure all resources, budgets, approvals etc. are obtained in order to move projects forward to completion; ensure collaboration and communication with colleagues in particular on the strategic direction of the organization;
- Generate and analyze indicators and establish the necessary triggers and dashboards aimed at ensuring that these indicators reflect optimal results;
- Maintain an internal work plan for all projects. Monitor the progress of key activities, partnerships and ensures deliverables are met, drive projects based on defined priorities; ensure scope of deliverables, timelines and budget are met; identify risks and issues and mitigate and / or escalate as needed;
- Supports the BDD in the preparation of presentations, reports and spreadsheets as needed for the board of directors;
- Leverage problem solving skills to ensure project plans deliver on intent and maintain key project documentation;
- Gather and analyze information, formulating and testing hypotheses, and develop and communicate recommendations. Present results to internal clients and implement recommendations in collaboration with internal team members.

Minimum Qualifications

- Bachelor's degree (MBA preferred) or equivalent combination of education and experience; project Management Certification is a plus;
- 7+ years of experience working in operations with proven experience working in an international and multicultural organizations; successful professional with project management experience in non-profit and/or for-profit organizations in complex multi-stakeholder environment;
- Seasoned project manager with the capacity to establish priorities, allocate resources and ability to make quick and hard decisions regarding complex projects;
- Must be comfortable with leading, planning and managing multiple complex projects simultaneously;
- Experience with budget management and financial forecasting;
- Ability to multi-task, deliver projects independently, proactively and meet deadlines in a fast paced, high-pressure environment;
- Critical thinker and problem solver who is comfortable with ambiguity and working in a rapidly changing environment;
- An open-minded, professional that works with integrity, respect, generosity, resilience, assertiveness, accountability, humility, audacity, creativity, leadership and humor;
- A result-oriented working style and strong analytical and conceptual skills; understanding of data manipulation & agile development;
- Knowledge and experience driving programs focused on technology for development, financial inclusion, entrepreneurship, digital literacy, health etc.;
- Superior verbal, written and interpersonal skills that appeal successfully to a variety of constituencies;
- Flexible and open to new approaches and/or changes in priorities;
- A strong understanding of digital platforms & technology is essential;
- A desire to improve the quality of life of women from impoverished communities in Latin America;
- Ability to travel up to 60% of the time;
- Bilingual English and Spanish fluency.

To apply please submit your application to HR@PROMUJER.org with your resume and a cover letter that outlines your suitability for the role, annual salary expectations and the name of the site where you heard about the position.

Any applications sent without salary expectation and sent directly to Pro Mujer staff will NOT be considered.