

Job ID: 49975

Position: **Analista para el Programa de Seguridad Hídrica**

Location: **México**

ESSENTIAL FUNCTIONS

The Project Analyst will be responsible for performing multiple administrative and logistical functions related to the Water Security Program. She/He will be responsible for ensuring that systems are in place to track expenses, of her/his supervisor manage contracts, support in the elaboration of reports and proposals, keep internal systems updated and visit on-site project occasionally. S/He will also support the team with other administrative tasks, including travel arrangements, processing forms, monitoring budgets and systematizing information. He/she will use available systems and resources to maintain, track, and research data, and to produce and review reports. He/she will be responsible for scheduling and coordinating logistics for special events and/or meetings and coordinating with vendors and contractors. He/she may assist with the recruitment, training and coordination of the Program's volunteers/interns working. In addition, he/she will apply established processes and practices to improve effectiveness and to document program procedures for reference by staff. The Professional may handle inquiries about business unit activities and assist in the development of program materials and correspondence. He/she will work cooperatively with the Conservancy staff, providing information necessary to make decisions and solve administrative and logistical problems needs or the Water Security Program. The Professional may communicate on behalf of its supervisor with internal and external sources, including staff, donors, vendors, and businesses in order to coordinate arrangements, convey information, and ensure successful execution of program. She/he must be eager to learn and grow within the organization.

MINIMUM QUALIFICATIONS

- Bachelor's degree and 2-years of experience in positions with similar responsibilities, preferably in fields related with natural resources management and environmental projects;
- Experience organizing time, events and managing diverse activities to meet deadlines.
- Experience performing one or more administrative processes.
- Strong organizational skills and attention to detail
- Ability to analyze information for the purpose of preparing reports, coordinating activities, and solving problems.
- Experience working and communicating with a wide range of people.
- Experience using project management techniques and tools such as Microsoft.
- Demonstrate sensitivity in handling confidential information.

RESPONSIBILITIES & SCOPE

- Perform duties under general supervision and established guidelines.
- Act independently and in supervisor's stead, as needed; exercise independent judgment to identify and solve problems.
- Support the build and updating the operating plans of the Program and implement action for its improvement, coordinately with the Conservation Director, Water Security Lead and financial team.

- Develop the necessary administrative and financial procedures for execution of agreements, grants and contracts of the Water Security Program, coordinately with the financial team of TNC.
- Maintain a system to track expenses, progress and lessons learned.
- Maintain updated the contracts and agreements database, including products due date and related payments. Give alerts of the administrative compliance.
- Organize all logistical functions for meetings, trainings, travels, and other events for the Water Security Program.
- Support the review of the required expenses report, legalization of advances, expenses with credit card and requests for repayment made of the Water Security Lead
- May support the monthly check the appropriate load of Time Report System (Deltek) of the staff members corresponding to the projects of the Water Security Program Program.
- Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, assisting with budget development, and meeting fundraising targets.
- Support the Water Security Lead in planning and execution, including preparation of financial inputs for new proposals.
- Work articulately with the teams of grants for public funds and private fund.
- Maintain organized the general archive of the Program
- Financial responsibility may include purchasing, processing invoices, processing expenses, assisting with budget tracking, preparing accounting forms, purchasing, or creating travel expense reports.
- Serve as a team member for assigned projects.
- Be willing to travel, work overtime, and work evenings and weekends as needed.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
- Develop and implement new initiatives that will ensure department and organization-wide goals and strategies are achieved.

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