

Job Title	<b>Project Officer Schools</b>		
Directorate or Region	Americas	Department/Country	Education Services/Mexico
Location of post	Mexico City, Mexico	Pay Band	H
Reports to	Project Manager Schools	Duration of job	One year

**Purpose of job:** To provide administrative and logistics support for the delivery of our Schools programme for Education Services in Mexico, overseeing operations logistics, procurement, and financial controls.

**Context and environment:** (e.g. dept description, region description, organogram).

Mexico is one of the world's largest emerging economies with an increasingly important international voice, and remains a priority country for the UK government. Mexico faces a number of challenges in improving the quality of its basic and vocational education systems which have nearly 30 million students. The UK is well placed to provide curriculum development advice, policy development guidance through policy dialogues and capacity building in areas such as English language teaching, school leadership, core and 21st century skills, quality assurance and teacher education to help raise standards.

We aim to grow our presence and significantly extend the impact of our work in Schools in Mexico, building on existing partnerships and contracts. This post will be will be a fundamental support post for the effective and efficient delivery of the Education Services strategy.

**Accountabilities, responsibilities and main duties:**

All duties must be carried out in line with the corporate Code of Conduct and all relevant corporate policies (Equality, Diversity and Inclusion, IT, Child Protection, Environmental)

**Accountabilities** - results for which the post holder is held accountable not necessarily tasks they perform themselves.

More senior roles often have more accountabilities as they deliver results through others.

To coordinate the operational delivery of Schools projects

To support course administration, following the operational guidelines established by Project Managers and in line with internal policies.

To coordinate procurement, contracting and payment processes of goods and services for Education Services, in line with internal policies.

To support Project Manager in financial planning and monitoring of projects.

**Responsibilities**

- To design and implement a strategy to coordinate transportation for consultants, ensuring VFM, and alignment with British Council safety and security policies, considering the context of delivery.
- To design and implement an inventory system to optimize the use of our warehouses and ensure materials are available as and when needed.
- To coordinate requests from Project Managers, Coordinators and Assistants to make sure transportation, materials and other needs are processed timely and accurately.
- To maintain fully up-to-date data bases of candidate/student activity (course, result, dates, etc.).
- To collect and file attendance lists, portfolios and other evidence of work for all courses, as project deliverables for the client and in line with our retention policy.
- To gather and analyze performance evidence for all tutors, coordinators and consultants

(feedback from the course participants).

- To file all incoming and outgoing communications to clients (e.g. oficios, acusos).
- To ensure that all goods and services are procured with adherence to BC procurement policy and process.
- To support Project Managers and/or Coordinators in recruitment of consultants, tutors and other free lancers, ensuring all supporting documentation is filed and retained as per policy.
- To be the dedicated point of contact for all suppliers and consultants.
- To ensure all tutors, coordinators, consultants and other suppliers have valid and up-to-date contracts.
- To supervise control of payments to all consultants, tutors and other free lancers, ensuring payments are made timely and accurately.
- To design and implement appropriate filing systems, in line with British Council policy and local data protection law.
- To liaise with Head of Basic Education and Project Managers to coordinate income collection (ensuring there are valid contracts and billing documents for all existing projects; monitoring and controlling debt, etc.).
- To support in the planning and expenditure of budgets.
- To supervise financial transactions and ensure they are accurate and timely (payments to/from suppliers, payments to tutors, invoicing, etc.), and correctly reflected on SAP.
- To run and file budget reports, ensuring corrections are made on a weekly basis; to report on budget variations as and when appropriate.
- Supporting the COMMS team in the delivery of a communication strategy for the Schools programmes
- Incoming requests for information are dealt with adequately and in a timely manner, or are passed on to relevant member of project team for follow-up.
- Outgoing communication with internal and external clients is delivered on time and conforms to needs by department activities and consultants. Problems are immediately solved or communicated to the relevant member of the team
- Maintain an accurate and up-to-date database of contacts engaged within the portfolio of projects

## **Main Duties**

Procurement and payments

Financial planning and monitoring of projects support

Event co-ordination

## ***Key relationships: (include internal and external)***

The post holder will work with a range of stakeholders, both internal and external.

*Internal:* Director of Education Services, Head of Basic Education, Project Managers, Project Coordinators, Project Assistants, Director Finance, Finance Manager.

*External:* Consultants and Suppliers, Government authorities (especially those in finance and purchasing departments).

## ***Other important features or requirements of the job***

Unsocial hours and weekend work may be required. Occasional travel will be required – within Mexico and overseas.

Please specify any passport/visa and/or nationality requirement.	Right to work in Mexico
Please indicate if any security or legal checks are required for this role.	Yes

**Person Specification:** This section sets out the selection criteria used for short listing. These criteria are classed as either essential or desirable. Essential criteria are always used in assessment.

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	Connecting with others – essential Working together – more demanding Being Accountable –more demanding Making It happen – more demanding		Interview only
<b>Skills and Knowledge</b>	Business management and development Managing relationships with customers, clients and stakeholders – Level 1 Resource management for business development and implementation – Level 2 Monitoring and Evaluation – Level 1  Financial planning and management – Level 1  Monitoring and Reporting Receipts Process Payment Process  Marketing and customer service – Level 1 Understanding the British Council and its values Understanding and responding to customer needs Obtaining and evaluating feedback		Short listing and Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least 3 years proven experience in administrative tasks and accounting.</li> <li>Proven experience of working in multitasking environments.</li> </ul>		Short listing and Interview

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to operate in Spanish and English (both written and spoken) at a business level. Non-native speakers should demonstrate a B2 CEFR level.</li> <li>• University degree in Business Administration, Finance or similar.</li> </ul>		<b>Short listing and interview</b>
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<b>Submitted by</b>	Dalia Carrizoza, Project Manager Schools	<b>Date</b>	5.10.2017
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