

# Project Specialist

Department of Agronomy Engineering

Zamorano University

[www.zamorano.edu](http://www.zamorano.edu)

## Key Roles and Responsibilities

### 1. Governance:

- Help implement a project management framework.
- Support the development of policies and procedures that align projects with Zamorano's strategic goals.

### 2. Efficiency and execution:

- Create tools and templates to streamline project management.
- Set up systems to monitor and track project progress.
- Assist project teams in using project management tools, including monitoring and evaluation stages.
- Coordinate faculty members to compile reports for research, outreach, and academic projects.
- Contribute to developing institutional profiles that highlight Zamorano's expertise.
- Keep the institutional project portfolio up to date.

### 3. Partnerships and external relations:

- Identify opportunities to apply for calls for proposals and other collaborative opportunities.
- Build and maintain strategic partnerships with potential donors and partners for projects or consultancies aligned with department themes.
- Collaborate on drafting proposals for new initiatives, including interdepartmental efforts.

### 4. Teaching and capacity building:

- Train staff in effective project management aligned with both departments' strategic plans.
- Facilitate student involvement in ongoing institutional projects.
- Teach a learning-by-doing module focused on agile project management methods.

### 5. Visibility and communication:

- Design a communications strategy to share project outcomes.
- Oversee the creation of tailored communication materials for different audiences.
- Coordinate with the Marketing and Communications Office to promote key results across communication channels.

- Assist with executive summaries and impact reports.

**6. Sustainability:**

- Identify areas for improvement in project management.
- Document lessons learned.
- Promote the alignment of project efforts with the Sustainable Development Goals (SDGs) and ESG (Environmental, Social, and Governance) standards.
- Support knowledge sharing and organizational learning.

**Qualifications**

- Bachelor's degree in Agricultural Sciences, Agronomy, or related fields.
- Master's degree in project management or a related discipline.
- At least 5 years of experience in project monitoring or component coordination roles.

**Specialized Knowledge and Skills**

- Strong planning, organization, and coordination skills with multidisciplinary teams.
- Ability to lead change management and apply systems thinking.
- Skilled in writing technical and financial proposals in line with various funders' terms of reference.
- Trained in international project management methodologies (PMP, SCRUM, etc.).
- Proficient in MS Project and other project tracking tools.
- Experience in results monitoring, reporting, and creating communications products.
- Excellent communication skills in both Spanish and English—written and verbal.
- Proven ability to coordinate with multi- and interdisciplinary teams to achieve goals.
- Experience working in multicultural environments.
- Advanced English proficiency: able to understand and produce complex texts and express ideas clearly and fluently.

**Core Competencies**

- Commitment
- Quality Orientation
- Innovation
- Integrity
- Service Culture
- Communication
- Emotional Intelligence
- Project Management

- Leadership
- Strategy and Planning
- Negotiation

**How to apply**

Please send your application including a cover letter, updated resume and contact details for at least three professional references (email and phone number). Submit your application in Word or PDF format to the Human Resources Office at

[talentohumano@zamorano.edu](mailto:talentohumano@zamorano.edu)

Subject line: **Project Specialist**

Application Deadline: **May 30, 2025**

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