



## Job Description

<b>Job Title:</b>	Project Manager, Contractor
<b>Length of Contract:</b>	Minimum of 6 months with an opportunity to extend
<b>Location:</b>	Tegucigalpa, Honduras
<b>Main Purpose of the job:</b>	Local oversight, support, and execution of project activities and deliverables
<b>Reporting to:</b>	Regional Director for Latin America and the Caribbean

**Organization Information:** WEConnect International, a corporate-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has, since 2009, provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.  
[www.WEConnectInternational.org](http://www.WEConnectInternational.org)

**Job Overview:** The local contractor is primarily responsible for conducting local research on the women-owned small and medium-sized enterprises (SMEs) ecosystem in Honduras and leading outreach and communications with local stakeholders in the implementation of the project "Increasing the Number of Women-Owned/Led SMEs in Corporate Value Chains in Honduras". The position will be contract based and requires seasoned project management and communication skills and knowledge of procurement and supplier diversity; entrepreneurship and SME development and capacity building; and monitoring and evaluation.

**Core Values and Culture:** As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff, and stakeholders based on these core values, which help to define our culture, brand, and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose
- Embrace Openness, Trust and Candid Communication

**Job Responsibilities:** To help ensure the efficient and effective management, growth, and impact of WEConnect International in accordance with its mission and regulation, the position is required to:

- Manage projects with top-down oversight to ensure project success within scope, on time and on budget, while adhering to all funder/client regulations
- Monitor project progress continuously and develop detailed bi-weekly status reports on measurable items, such as milestones and deliverables
- Communicate proactively with all project-related staff and stakeholders to provide encouragement, identify problems, create solutions, and implement efficiency improvements
- Oversee acquisition of resources and materials in accordance with organizational policies, including negotiating price and payment agreements with vendors and contractors
- Facilitate good communication, innovation, and problem solving
- Manage expectations for the delivery of the project and identify and escalate issues and risks to senior management in a timely manner
- Support organizational strategy and program management governance and best practices

## **Qualifications**

### Education

- Bachelor's degree, required
- Project management professional certification and/or business-related master's degree, preferred

### Experience and Skills

- 5+ years of experience managing projects, change management, and process implementation
- Ability to read, speak, and write reports in both English and Spanish
- Experience with international and entrepreneurship development programs
- Knowledge of entrepreneurship, supplier diversity, business administration, event planning, women's economic empowerment, international development and/or trade, business training and capacity building
- Demonstrated ability to influence companies to shift strategies and practices that drive positive change
- Experience implementing and managing virtual and in-person events
- Ability to organize and lead global or international, cross-functional project teams to produce deliverables or events on-time and within budget
- Understand global gender parity issues
- Ability to communicate objectives, impact, and problems effectively both verbally and in writing, including status reports, project summaries, scoping documents, lessons learned, and other project-related documentation, for both internal and external stakeholders
- Ability to understand stakeholder objectives and sensitivities and anticipate client needs and integrate that understanding into the decision-making process
- Advanced time management, analytical and problem-solving skills
- Entrepreneurial spirit

## **APPLICATION REQUIREMENTS**

- 1. Submit a single PDF document that includes both your cover letter and resume.
- 2. Include your salary requirements in the cover letter.
- 3. Subject Line of Email: Honduras PM\_YOUR NAME
- 4. Please send these documents to [procurment@WEConnectinternational.org](mailto:procurment@WEConnectinternational.org)
- 5. No phone calls please. We regret that we are unable to respond to individual inquiries about the position. WEConnect International is an Equal Opportunity Employer.