



Social Accountability International (SAI) – Human Rights @ Work

Position: Project Director – Mexico (Full time)

Location: Mexico (preferred Baja California, Baja California Sur, or Chihuahua)

Language: Bi-lingual, English and Spanish fluency required

Social Accountability International (SAI) is a non-profit organization advancing labor standards and working conditions around the world. We envision a world where workers, businesses, and communities thrive together. SAI is a leader in policy and implementation – developing social standards, guidance and tools, facilitating learning and capacity building, and convening partnerships to drive dialog and consensus-based solutions. Find out more on our website www.sa-intl.org.

Job Description: SAI, in partnership with **Save the Children Mexico**, [has been awarded](#) a **US Department of Labor (USDOL)** funded grant project to increase compliance with Mexican labor law and international labor standards by the tomato and chile pepper sectors in Mexico. The project is expected to run for 4.5 years beginning in April 2022. [Read more about the project](#).

The **Project Director** is responsible for managing and coordinating project activities, including communication with all project partners and stakeholders.

The role of the **Project Director** throughout the course of the project, will include, but not be limited to:

- Developing and maintaining systems for managing all project operations;
- Managing and coordinating project activities to ensure their adequate and timely delivery and completion;
- Overseeing staff and local partners responsible for implementing project activities and monitoring project progress;
- Developing and implementing project deliverables such as training and capacity building, together with staff and partners
- Maintaining communication and acting as a liaison between staff and local partners;
- Actively engaging all stakeholders to participate in the project and promote coalition building;
- Producing regular summaries of project activities for reporting to USDOL;
- Project administration and ensuring compliance with USDOL requirements
- Other responsibilities as they arise, which may require monitoring and evaluation expertise in the context of this project.

Experience/Qualifications

- Minimum of five years of experience in project management, supervision, administration, and implementation of cooperative agreement and/or contract requirements (including meeting deadlines, achieving targets, establishing and maintaining systems for managing project operations, and overseeing the preparation and submission of required reports to donor agencies).
- Experience establishing and maintaining systems for managing project operations.
- Experience with designing and implementing results-based monitoring systems for projects focused on capacity building.
- Proven success serving in a leadership role for a project addressing issues of child labor, forced labor, or other labor issues relevant to the project.



- Experience maintaining working relationships with all project stakeholders and engaging in coalition building and public-private partnership promotion.
- Bachelor's degree, Master's degree, or law or Juris Doctor (J.D.) degree reflecting expertise in areas relevant to this project, such as labor law, public policy, sociology, and project management; or, 10 years or more of related work experience.
- Understanding of gender, migration and equity issues in Mexico.
- Demonstrated experience as an effective public speaker.
- Fluency in both English and Spanish is required. Fluency includes speaking, listening, reading, and writing.

To apply, please send resume and cover letter to recruits@sa-intl.org. All applicants MUST include job title "SAI Project Director – Mexico" in the subject line of their email submission.

The position is based in Mexico. Compensation commensurate with experience and appropriate for a charitable organization of SAI's size. SAI is an Equal Opportunity Employer.

Funding is provided by the United States Department of Labor under cooperative agreement number ILAB-21-17. 100% of the total costs of the project is financed with USG federal funds, for a total of \$5,000,000 dollars.