



UITP (International Association of Public Transport) is a passionate champion of sustainable urban mobility and is the only worldwide network to bring together all public transport stakeholders and all sustainable transport modes. We have more than 1,700 member companies coming from 100 countries. Our members are public transport authorities and operators, policy decision-makers, research institutes and the public transport supply and service industry.

We are currently looking for a:

Manager UITP Liaison Office for Mexico and Central America

Reporting directly to the Senior Director Global Growth, the Manager of the UITP Liaison Office for Mexico and Central America is responsible of the definition and execution of the UITP activities in this geographical area and the contribution of this office to UITP global activities. She/he helps strengthen public transport in Mexico and Central America, notably by engaging with public transport authorities for the establishment of a more supportive policy environment for public transport operators. She/he contributes to the retention of current members and the further development of the membership as well as the knowledge and the financial base of UITP via various means. She/he represents UITP: she/he liaises with business associates, relevant organizations and Government bodies in Mexico and Central America. She/he is responsible for the functioning and management of the Liaison office, including reporting, budget management, and compliance, according to local legislation and Head Office requirements

RESPONSIBILITIES

- Develops, implements and reviews a business plan for Mexico and Central America according to the UITP overall business plan.
- Based on the Mexico and Central America business plan, develops and implements an annual work plan in alignment with UITP Integrated Global Work Plan.
- Analyses the public transport market in Mexico and Central America: identifies leads for membership and business development; monitors policy developments and needs of public transport players.
- Delivers all activities of the Liaison Office, according to the annual work plan, between others:
 - Services to members
 - Membership and business development
 - Organisation of activities and projects: advocacy activities, seminars, working groups, trainings
 - Contribution to global projects and activities

- Represents UITP in Mexico and Central America and is responsible for all relevant contacts.
- Is responsible of the day-to-day administrative and financial management of the offices, including internal procedures and compliance related to financial, legal, fiscal, labour and administrative matters.
- Is responsible for the budget of the Liaison Office, including the reporting to UITP HQ, and manages it according to UITP Board's recommendations and guidelines.
- Works in close coordination with the UITP Latin America office.
- Fulfils his/her responsibilities and interacts with UITP staff **according to the RISE values.**

PROFILE

- University degree (economics, urban planning, management etc.) or related field
- Good knowledge of public transport organisations and actors with 8-10 years of experience in the public transport sector and/or related sectors like urban planning, transport planning
- Strong connections with transport authorities at local and national level, with significant experience in working directly with relevant authorities
- Working experience in an international context would be preferred
- Excellent managerial and organizational skills, real team player, sense of initiative and entrepreneurship
- Experience in management of third-party funded projects, including resource planning and financial management

Further information:

UITP offers an opportunity to work in a dynamic and international environment and contacts with its members worldwide.

The position is based in **Mexico City**, contract of 2 years (under consultancy contract, renewable).

Deadline for application: 25 April 2021

Starting date: asap

To apply please kindly send your CV and cover letter via the contact link on our jobs webpage at <https://www.uitp.org/jobs/>