



Program Officer – Open Parliament Job Posting

Position Title:	Program Officer – Open Parliament
Language Profile:	Fluency in English and Spanish Essential French and Portuguese Considered Assets
Position Term & Type:	1 Year contract; full time (possibility of renewal)
Location:	Ottawa, Canada
Immediate Supervisors:	Manager of Programs
Starting Salary:	\$58,000 annual (+ benefits package)
Estimated Start Date:	Mid-August – Early September
Application Deadline:	August 9, 2015

ABOUT US

ParlAmericas* is a hemispheric organization composed of the [national legislatures of 35 independent states from North, Central, and South America, and the Caribbean](#). We serve as an independent network for parliamentarians of the Americas and promote parliamentary participation in the inter-American system of the Organization of American States (OAS).

Since our founding in 2001, our work has improved inter-parliamentary dialogue through the hosting of meetings and training opportunities, and through the facilitation of year-round discussions and follow-up actions.

As delegates at our events, parliamentarians from across the Americas gather to share experiences and best practices for enhancing regional cooperation and sustainable development. They issue recommendations and take them back to their respective legislative chambers.

JOB SUMMARY

Under the supervision of the Manager of Programs and in close collaboration with team members, the Open Parliament Program Officer is primarily responsible for supporting ParlAmericas' programming in the area of legislative transparency through implementation of related projects and activities, and supporting the integration of the promotion of Legislative Transparency in all existing and new ParlAmericas projects.

ParlAmericas is a small, dynamic, open-concept office environment, requiring good communication and close collaboration amongst all ParlAmericas staff. Program delivery will require occasional travel and some irregular work hours.

PRIMARY RESPONSIBILITIES

- Coordinate ParlAmericas' Open Parliament programming through activities, meetings, and communication with legislators from North, South & Central America and the Caribbean, including through virtual applications
- Contribute to the design and implementation of other ParlAmericas activities (conferences, training activities, working group activities, missions and inter-parliamentary meetings)
- Contribute to the drafting of reports, website posts, social media posts, publications and



- project delivery materials
- Contribute to the development of partnerships and to the identification of external resources to support ParlAmericas programming
- Monitor designated program outputs and outcomes and work with the Program Manager and Director General in reporting those results to donors, and the ParlAmericas Board
- Maintain project files (electronic and hard copy archiving), a directory of contacts and contribute to database updates
- Assist in the financial management of designated projects and program components, including budget preparation, cash-flow management, and reporting, in collaboration with the Program Manager and Director General
- Assist with preparing project proposals and identifying new funding sources
- Provide support and advice for the integration of the promotion of legislative transparency for all existing and new ParlAmericas projects
- Travel as required to support implementation of project activities
- Support team members and take on other tasks and duties as required for the delivery of ParlAmericas programming

QUALIFICATIONS

- Minimum of undergraduate university degree in international relations, international development, political science, public administration, or other relevant field
- Minimum 3-5 years relevant professional experience including experience in project management & event organization; international experience an asset
- Excellent oral and written communication skills, including the ability to compose original material, to analyse and synthesise complex information, to edit and proofread, with superb attention to grammar, spelling and other details
- Experience in implementing donor-funded projects and programs, including budgeting, results-based project management tools, monitoring, and reporting
- Excellent command, written and spoken, of **both English and Spanish**; working knowledge of French and/or Portuguese, an asset
- Knowledge and interest in **open parliament/open government/open data** and the **Latin America and the Caribbean** region
- Experience and demonstrated ability in working with a variety of web applications and media.
- Knowledge in CMSs, Outlook and MS software applications (Word, Excel, PowerPoint) and of ICTs
- Exceptional organizational skills, ability to work independently and as part of a team using initiative and judgment
- Ability to work under short deadlines, resource limitations and balance multiple activities and demands
- Availability for travel abroad, when required
- Eligible to work in Canada

Please send your C.V. and letter of interest in English no later than **Sunday 9 August, 2015 at 5:00pm Eastern Time** to intern@parlamericas.org.

ParlAmericas is an equal-opportunity employer, offering competitive compensation and a stimulating, professional work environment. Visit us at <http://www.parlamericas.org>.