



JOB POSTING

Position Title:	Program Officer – Gender Equality
Position Term & Type:	Full time; Term position
Location:	Ottawa, Canada
Estimated Start Date:	January 25, 2021 (flexible)
Application Deadline:	Sunday January 10, 2021
Language Profile:	Fluency in English and Spanish essential; French and Portuguese assets
Supervisor:	Deputy Director, Gender Equality and Communications

ABOUT PARLAMERICAS

ParlAmericas is the inter-parliamentary institution that promotes parliamentary diplomacy in the inter-American system. Convening the national legislatures from North, Central and South America and the Caribbean, ParlAmericas works to strengthen democratic governance in the hemisphere by enhancing the ability of legislators to fulfill their roles and responsibilities through exchanges of good practices, the production of tailored resources, and by promoting cooperative political dialogue between parliaments and with civil society organizations at a regional and national level. ParlAmericas programming is focused around three main issues: gender equality, open parliament and climate change.

The ParlAmericas Secretariat is a small, dynamic, open-concept office environment based in Ottawa, Canada. As it now operates virtually, staff members must have exceptional communication and collaboration skills. When it is safe again to do so, program delivery will require occasional travel, and some irregular work hours.

This position is part of the Gender Equality team.

PRIMARY RESPONSIBILITIES

- Research / draft / review publications, declarations, political statements, speeches, reports, briefings, website content, etc. as needed, with particular attention to consistency in the positioning, political neutrality and voice of the organization.
- Implement designated (online) program activities (training sessions, conferences, missions and inter-parliamentary meetings), liaising with partners and/or host parliaments, overseeing operational, communications and protocol arrangements, and managing activity expenditures within established budgets in accordance with ParlAmericas procurement and finance procedures.
- Support administrative and logistical arrangements, including technical support for participation in virtual and in-person activities.
- Ensure that a gender equality and intergenerational lens is applied to the planning, delivery and evaluation of all project activities in-line with requirements of Canada's Feminist International Assistance Policy.
- Update / develop guidelines and tools to support activity planning and implementation.
- Provide guidance and supervision for the communications / operational support staff in the planning and on-site delivery of ParlAmericas activities.
- Contribute to the development and implementation of strategies to strengthen the engagement



of parliamentarians and parliamentary staff to channel their knowledge, advice and support to enhance ParlAmericas programming.

- Contribute to the preparation of progress reports for the board of directors and donors.
- Contribute to the development and strengthening of partnerships with regional and international organizations and agencies, including the identification of external resources (new partners/donors) to support ParlAmericas' programming.
- Support team members and take on other tasks and duties as required for the delivery of ParlAmericas programming.

QUALIFICATIONS

- A minimum of five (5) years of international development or public governance experience is required, with demonstrated grounding in advancing gender equality principles and practices, including experience applying Gender Based Analysis +;
- Demonstrated excellence in verbal and written communication skills in English and Spanish at an advanced level, including the ability to compose original material, to analyse and synthesize complex information, to edit and proofread, with superb attention to structure, grammar and other details;
- Strong relationship-building, political acumen and diplomacy skills in cross-cultural contexts;
- Flexibility, with a strong work ethic, and entrepreneurial spirit to accommodate high levels of responsibility and multiple priorities;
- Minimum of undergraduate university degree in a relevant field;
- Ability to work independently and as part of a team using initiative and judgment;
- Ability to work under short deadlines and balance multiple activities and demands in a politicized atmosphere;
- Availability for travel abroad, when required (depending on evolution of pandemic responses);
- Strong understanding of political, cultural and social realities in the Caribbean would be an asset;
- Eligible to work in Canada.

Please send your C.V. and a cover letter (max 400 words) in English, and a short writing sample in Spanish, no later than January 10, 2021 to info@parlamericas.org, with "Program Officer application – Gender Equality" in the subject line.

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

Please note that applications will be considered on an ongoing basis. Interested candidates are therefore encouraged to apply before this deadline.