



CLIMATE CHANGE AND SUSTAINABILITY – PROGRAM OFFICER JOB POSTING

Position Title:	Program Officer - Climate Change and Sustainability (CCS)
Position Term & Type:	Full time; Term position with possibility of renewal
Location:	Ottawa, Canada
Immediate Supervisor:	Program Manager - Parliaments
Estimated Start Date:	August 1, 2018
Application Deadline:	July 15, 2018
Language profile:	Fluency in English and Spanish (Essential)

ABOUT US

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 parliamentary best practices and by promoting cooperative political dialogue on regional issues.

JOB SUMMARY

Under the supervision of the Program Manager and in close collaboration with team members, the CCS Program Officer is primarily responsible for supporting ParlAmericas' programming in the area of Climate Change and Sustainability.

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

PRIMARY RESPONSIBILITIES

- Support the coordination of the ParlAmericas Parliamentary Network on Climate Change (PNCC-ParlAmericas)¹
- Contribute to the design and implementation of designated ParlAmericas activities (training activities, working group activities, missions and inter-parliamentary meetings)

¹ The Parliamentary Network on Climate Change (PNCC) was created in 2016 as a joint initiative between ParlAmericas and Parlatino with the following objectives:

- (i) Serve as a hemispheric forum for legislative work and for the exchange of best practices to mitigate the environmental, social and economic effects of climate change, prioritizing the phenomena associated with global warming;
- (ii) Encourage the application of a gender lens and the engagement of citizens, particularly the groups that are most vulnerable to the impacts of climate change, in the development of legislation and the supervision of governmental and parliamentary policies on climate change;
- (iii) Follow up on the legislative actions and efforts taken to materialize the intended nationally determined contributions (INDC) in the periods between the Conferences of the Parties to the United Nations Framework Convention on Climate Change;
- (iv) Encourage cooperation between parliaments and government agencies in the development and implementation of innovative policies to combat climate change and in measuring progress;
- (v) Promote international cooperation to curb climate change through parliamentary diplomacy.

- Contribute to the drafting of reports, website posts, social media posts, publications and project delivery materials
- Review and edit translations as needed
- 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 coordination of ParlAmericas` Climate Change and Sustainable Development programming with other 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 any ParlAmericas programming

QUALIFICATIONS

- Demonstrated subject matter knowledge related to climate change, environment, and sustainable development issues with respect to the regional and international agenda, understanding of related legislative action an asset
- Demonstrated excellence in verbal and written communication in English and Spanish, including the ability to compose original material, to analyse and synthesise complex information, to edit and proofread, with superb attention to structure, grammar and other details
- Working knowledge of French and/or Portuguese, an asset
- Minimum 2 years relevant professional experience in project management related to climate change and sustainability programming
- Experience working in Latin America or the Caribbean, an asset
- Minimum of a Graduate university degree in a relevant field
- Demonstrated ability in working with a variety of media, including traditional and social media
- Exceptional organizational skills
- Ability to work independently and as part of a team using initiative and judgment
- Ability to deliver assignments under short deadlines and balance multiple activities and demands in a political environment
- Availability for travel abroad when required
- Experience integrating gender equality considerations into CCS work, a strong asset
- Eligible to work in Canada

Please send your C.V. and cover letter in English, and a writing sample in Spanish, no later than **Sunday, July 15, 2018** to carla.li@parlamericas.org.

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