



## JOB POSTING

<b>Position Title:</b>	Program Officer
<b>Location:</b>	Ottawa, Canada or Remote
<b>Language Profile:</b>	English (fluent); Spanish and/or French and/or Portuguese = strong asset
<b>Estimated Start Date:</b>	September 3, 2024
<b>Application Deadline:</b>	Applications will be assessed on an ongoing basis as they are received

### 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.

### POSITION SUMMARY

ParlAmericas is seeking a versatile professional with prior experience in international development, diplomacy, or parliamentary work to support ParlAmericas in delivering programming and tools in support of parliaments across Latin America and the Caribbean. The ideal candidate will have a specialization in gender equality and/or experience in gender-based analysis. Additional valuable policy backgrounds include migration, security, economic development, and/or health in the Americas and the Caribbean.

As a small and dynamic organization, ParlAmericas is committed to balancing skills within our team. The successful candidate will be a skilled and versatile writer, experienced in logistics and event management, with strong attention to detail for monitoring and evaluation, budget management, and other operational tasks and processes. Candidates are also encouraged to highlight any unique skills or experience that could add value to our team.

### RESPONSIBILITIES

- Support the drafting of publications and technical briefings tailored for parliamentarians in the Americas and the Caribbean by collaborating with subject experts and using different methods to collect, analyze, and synthesize information into clear, concise, engaging, and practical content that responds to requests from parliamentarians.
- Draft other written products, including speeches, declarations, press releases, political statements, activity summaries, and website and social media content, with attention to clarity, political neutrality, and consistent use of the organization's voice.
- Review, edit, and validate outsourced translations; translate short texts in-house when required.
- Support logistical arrangements (e.g., invitations, registrations, procurements, communications, database updates) and content (agendas, methodologies, summaries) for virtual and in-person activities.
- Conduct gender equality research and analysis to inform the development of activities in collaboration with implementing teams, including in areas that are not traditionally associated with women's rights.



- Format or design documents (e.g., reports, toolkits, fact sheets, questionnaires, forms, and templates).
- Support the drafting and administering of activity evaluations and the collection of participant data from activities.
- Support the management of M&E systems, ensuring verification, proper formatting, and entry of data into spreadsheets and databases.
- In coordination with senior staff, support the preparation of annual and semi-annual donor narrative and financial narrative reports, as well as other donor reporting deliverables.
- Support team members and take on other tasks and duties as required for the delivery of ParlAmericas programming.
- Travel as required to support the implementation of project activities.

## **QUALIFICATIONS**

- Minimum 3 years of relevant work experience in support of international development projects, parliaments, and/or diplomatic missions. Work experience in Latin America or the Caribbean is an asset.
- Excellent ability to communicate orally and in writing in English. Working knowledge of one or more of ParlAmericas' other working languages (Spanish, French, or Portuguese) is an asset.
- Proven abilities to draft various types of writing, adapting styles for different audiences and mediums. Experience writing speeches and other documents for politicians is an asset.
- Dedication to gender equality and the ability to translate its concepts into working methods.
- Political acuity and understanding of electoral politics, cultural dynamics, and gender relations in Latin America and/or the Caribbean.
- Strong interpersonal, tact, and diplomacy skills and a proven ability to develop productive working relationships with staff, peers, and external stakeholders in an intercultural work environment.
- Strong initiative and the ability to problem-solve, apply creativity, demonstrate good judgment, and adapt to shifting priorities.
- Exceptional attention to detail, accuracy, thoroughness, self-organization, and time management skills.
- Strong digital literacy. A good eye for design and familiarity with design programs for report layout and infographics (e.g., Publisher, InDesign, Canva) and/or video and audio editing are considered an asset.

## **WORKING CONDITIONS**

The ParlAmericas International Secretariat is a small, dynamic, multicultural, multilingual team of professionals. A remote work arrangement is possible for this position, but the ability for occasional onsite work at the ParlAmericas Secretariat Office in Ottawa will be considered an asset for Canadian applicants. Job duties may include occasional travel to countries in Latin America and the Caribbean. ParlAmericas provides a comprehensive compensation package to its employees, including a competitive salary and other benefits depending on the place of residence.



**TO APPLY**

Please send your C.V. and a cover letter in English describing what you can bring to the position and the organization. Applications should be sent to [info@parlamericas.org](mailto:info@parlamericas.org) with the subject header '**Program Officer | August 2024 – Name**'.

Applications will be considered on an ongoing basis until the position is filled. Only shortlisted candidates will be contacted. No phone calls, please.

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