



## JOB POSTING

### SENIOR PROJECT OFFICER – CIVIL SOCIETY AND WOMEN’S EMPOWERMENT

<b>Position Title:</b>	Senior Project Officer – Civil Society and Women’s Empowerment (Latin America focus)
<b>Position Term &amp; Type:</b>	Full time; Term position with possibility of renewal
<b>Location:</b>	Ottawa, Canada
<b>Estimated Start Date:</b>	February 15, 2019 (flexible)
<b>Application Deadline:</b>	January 22, 2019
<b>Language profile:</b>	Fluency in Spanish & English 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 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.

#### PROJECT BACKGROUND

“Promoting Women’s Political Leadership in Latin America and the English Caribbean” is a 3-year project that will provide support and capacity building to: 1) improve the management and sustainability of women’s organizations in Latin America and the Caribbean; and 2) enhance their delivery of activities to promote enabling environments for women’s political leadership. This project has been designed and will be delivered with the staff, board members and volunteers of 2 locally-based, multi-partisan women’s organizations (1 in Latin America; 1 in the English Caribbean). These organizations will be strengthened through the establishment of staffed offices and responsive assistance in areas including fund diversification, membership engagement, and results-based management. The project will also provide support in the development of resources and tools such as training curricula, mentorship manuals, communications/advocacy strategies – and the execution of activities such as candidate trainings and youth outreach initiatives.

#### POSITION SUMMARY

ParlAmericas seeks a dynamic Senior Project Officer with experience working on projects in Latin America to support the day-to-day management of the “Promoting Women’s Political Leadership” project and associated programming. The Senior Project Officer will provide accompaniment to staff, board members and volunteer chapters of local partner organizations in planning, delivering and evaluating activities related to their institutional strengthening and mandate of promoting women’s

political leadership. The Senior Project Officer will specifically serve as the principle liaison for the partner organization based in Panama, and be responsible for developing and maintaining highly-collaborative working relationships with other contributing stakeholders, including parliamentarians, to ensure that project activities are planned and executed in accordance with agreed-upon requirements of the Donor Agreement.

The Senior Project Officer will have a strong understanding of electoral politics, cultural dynamics, and gender relations in Latin America, and experience working with civil society organizations, elected officials and young people. Similar knowledge and experience in the English Caribbean region would be a strong asset.

As a member of the ParlAmericas Gender Equality Program team at the ParlAmericas Secretariat, the Senior Project Officer will also contribute to other relevant programming, as required. Tasks and responsibilities will support effective organization-wide coordination, operational management and successful delivery of complementary activities across different projects.

## **RESPONSIBILITIES**

- Support the project inception processes (including baseline data collection and report drafting, preparation and follow-up to work planning, logistical support for procurement processes and in-person meetings, etc.).
- Provide programmatic and administrative support to the planning, delivery and evaluation of capacity-building activities developed for, and with, local partner organizations and their beneficiaries.
- Work closely with the staff and volunteers of local partner organizations to ensure that project activities meet agreed-upon timelines, budgets, performance targets and are in compliance with policies established under the project.
- Work closely with the staff of local partner organizations to ensure the systematic collection, quality assurance and translation of M&E data, as well as the timely submission of activity work plans, budget projections and narrative and financial reports.
- Accompany local partner organizations in pursuing fund diversification strategies, including the development of funding proposals.
- Draft, edit, lay-out and translate training and communications materials (including handouts, facilitation guides, press releases, power-point presentations, social media and web postings, reports, etc.) for the project and related work of the ParlAmericas Gender Equality Program.
- Draft and review correspondence with parliamentarians and other stakeholders in relation to the project and related work of the ParlAmericas Gender Equality Program, ensuring that proper etiquette and protocols are used.
- Maintain an up-to-date understanding of political dynamics, legislative initiatives, and priorities of women's organizations in Latin America (particularly Panama and other Central American countries) and in the Caribbean.

- Represent ParlAmericas and identify opportunities for coordination and knowledge sharing with key stakeholders, including Global Affairs Canada and embassies/high commissions in project countries.
- Support the monitoring of safety and security developments in project locations, working with local partner organizations to update or develop security protocols and procedures and ensure compliance.
- Other tasks as required to support the delivery of the “Promoting Women’s Political Leadership” project and other relevant activities of the ParlAmericas Gender Equality Program.

## **QUALIFICATIONS**

- Strong interpersonal communication and writing abilities in both Spanish and English (essential)
- Minimum 5 years of relevant professional experience with women’s rights organizations and/or development projects in Latin America
- Demonstrated ability to build partnerships and work productively with civil society organizations using participatory approaches
- Strong relationship-management, and diplomacy skills in multi-partisan contexts
- Ability to work independently and as part of a small, inter-cultural team
- Strong initiative and the ability to adapt swiftly, and with good judgment, to shifting priorities
- Experience in event planning and the management of contracted service suppliers
- Exceptional attention to detail, organization and time management skills
- A passion for gender equality and knowledge of Canada’s Feminist International Assistance Policy

## **WORKING CONDITIONS AND ENVIRONMENT**

This is a full-time position based in Ottawa, Canada, which may require occasional international travel and some irregular work hours. Applicants must be legally eligible to work in Canada. ParlAmericas cannot cover relocation costs.

The ParlAmericas Secretariat is a small, dynamic, open-concept office environment, requiring good communication and collaboration among all staff.

**Please send your resume in English and cover letter in Spanish, detailing how you meet the qualifications for this job posting, no later than Tuesday, January 22, 2019 to [info@parlamericas.org](mailto:info@parlamericas.org).** Please note that applications will be considered on an ongoing basis. Interested candidates are therefore encouraged to apply before this deadline.

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).