



## JOB DESCRIPTION

<b>Position Title:</b>	Program Manager – Gender Equality, M&E Specialist
<b>Position Term &amp; Type:</b>	Full time; Term position with possibility of renewal
<b>Position Location:</b>	Ottawa, Canada
<b>Language profile:</b>	Fluency in Spanish and English (Essential)
<b>Application Deadline:</b>	September 8, 2019

## 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.

## PRIMARY RESPONSIBILITIES

### Monitoring and Evaluation Management

- Contribute to the update of tools and guidelines and provide ongoing coaching in their use for ParlAmericas program staff to ensure the effective monitoring and evaluation of programming results and impact in accordance with development project best practices and the terms and conditions of relevant donor agreements.
- Working closely with the Director General and Deputy Director for Program Planning and Operations, support the development of Results-Based-Project Management frameworks for new project proposals.

### Women's Leadership Project

- Establish monitoring and evaluation systems and procedures with partner organizations in the Caribbean and Panama, and provide direct support with data collection, analysis and documentation of in-country project activities, to ensure completeness, comparability and quality control;
- Oversee monitoring and evaluation of the project's outputs and outcomes and ensure timely production and submission of narrative reports to the project's donor, including mid-year and annual narrative reports, as well as annual work plans.
- 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 and provide coaching to ensure compliance by partner organizations.

### Gender Equality Program Delivery

- As needed, assume leadership and oversight for the implementation of designated program activities (training sessions, conferences, missions and inter-parliamentary meetings), including



the development of activity budgets, 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.

- 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.
- 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 strategic voice of the organization.
- Contribute to the development and implementation of strategies to strengthen the engagement of the ParlAmericas Board of Directors and ParlAmericas Member Parliaments to channel their knowledge, advice and support to enhance ParlAmericas programming.
- Contribute to the preparation of ParlAmericas' annual work plan and 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.
- Travel as required to support implementation of project activities.

## **QUALIFICATIONS**

- A minimum of seven (7) years of international development project management experience is required – including sound knowledge of work planning, budgeting and financial control, results-based management, monitoring, evaluation and reporting;
- Strong writing abilities and experience preparing narrative and financial reports for project donors using requirements applied by Global Affairs Canada;
- Work experience on development projects in Latin America and/or the English Caribbean;
- Extensive technical experience with projects focused on civil society strengthening, political participation and the empowerment of women and girls;
- Demonstrated ability to work productively in partnership with civil society organizations using participatory approaches under tight deadlines, with an emphasis on quality outcomes;
- Excellent capacity building skills, with demonstrated experience in training, coaching and facilitation;
- Strong relationship-building, political acumen and diplomacy skills in cross-cultural contexts;
- English oral and written fluency (essential); Spanish proficiency (essential);
- Flexibility, with a strong work ethic, and entrepreneurial spirit to accommodate high levels of responsibility and multiple priorities;



- Ability to work independently and as part of a small team using initiative and judgment, and to supervise and provide guidance to project staff members in Canada and in project countries;
- Excellent analytical, organizational and negotiation skills, and abilities to work effectively in a fluid and complex political environment.

#### **WORKING CONDITIONS AND ENVIRONMENT**

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

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

Please send your C.V. and cover letter in English, detailing how you meet the qualifications for this job posting, no later than **Sunday, September 8, 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).**