



JOB POSTING

Position Title:	Senior Program Officer – Open Parliament
Position Term & Type:	Full time; 1-year term position (possibility of extension)
Location:	Ottawa, Canada / Remote
Estimated Start Date:	December 1, 2022 (flexible)
Application Deadline:	Wednesday Nov. 30, 2022
Language Profile:	Fluency in English and working proficiency in Spanish essential; French and Portuguese assets

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.

RESPONSIBILITIES

- Lead the planning and delivery of assigned activities centred on open parliament and gender mainstreaming in Latin American parliaments, and on strengthening parliamentary engagement with women's rights organizations, in accordance with the ParlAmericas projects funded by Global Affairs Canada.
- Coordinate the engagement of Executive Committee members of the Open Parliament Network and Open Parliament Staff Network, in project activities.
- Prepare activity plans and corresponding activity budgets, in accordance with the parameters provided for in the approved annual work plan.
- Develop agendas, methodologies, session guidelines for panellists, material, speeches, declarations and communications, and invitation process for parliamentarians, clerks, panellists, and observers.
- Coordinate activity wrap-up including public communications, audio-visual materials, thank you letters, travel reconciliation (where applicable), post-activity reports, etc.
- Provide responsive (request-based) technical support to parliaments to strengthen gender responsive open parliament, providing longer-term accompaniment as determined appropriate.
- Write or review post-activity reports (public and internal), including activity budget variance analysis, to support communications about the event with ParlAmericas' stakeholders. Monitor designated program outputs and outcomes to contribute to donor reporting.
- Build relationships and identify opportunities for coordination and knowledge-sharing with key stakeholders, including donors.
- Facilitate meetings and workshops and represent ParlAmericas in externally organized events, as required.
- Support local partner organizations in Latin America that are accompanied through ParlAmericas projects, ensuring that local project activities meet agreed-upon timelines, budgets, performance targets and are in compliance with established policies.



- Travel as required to support implementation of project activities.

QUALIFICATIONS

- Minimum 5 years of relevant work experience in support of international development projects, parliaments and/or women's organizations. Work experience in Latin America or the Caribbean is an asset.
- Strong interpersonal communication and clear, concise writing abilities in English and/or Spanish
- Strong understanding of electoral politics, cultural dynamics and gender relations in Latin America and/or the Caribbean.
- Experience fostering positive working relationships and in using participatory approaches and creativity in web-based and in-person environments. Experience working with elected officials, civil society and young people is an asset.
- Tact and diplomacy skills in politicized, multi-partisan environments.
- Ability to work remotely in a self-directed manner with minimal supervision and as part of an inter-cultural, virtually-connected team.
- Strong initiative and the ability to problem-solve and adapt swiftly, and with good judgment, to shifting priorities.
- Strong digital literacy and experience delivering webinars for international audiences using Zoom and other tools for interactive online training sessions.
- Exceptional attention to detail, organization, and time management skills.

WORKING CONDITIONS AND ENVIRONMENT

The International Secretariat of ParlAmericas is headquartered in Ottawa, Canada; its office is currently operating hybrid (virtual/in-person), requiring strong communication and collaboration among all ParlAmericas staff, as well as a reliable internet connectivity. This position may require some irregular work hours, as well as international travel in the Americas and Caribbean region.

TO APPLY

Please send your C.V., a cover letter in English, and a short writing sample in your strongest language (English or Spanish) no later than November 30, 2022 to info@parlamericas.org with the subject header "Senior Program Officer – Open Parliament."

Applications will be considered on an ongoing basis. Interested candidates are therefore encouraged to apply before this deadline. Only shortlisted candidates will be contacted.

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