



## JOB POSTING

<b>Position:</b>	Program Officer - Policy Analysis, M&E and Technical Writing
<b>Location:</b>	Ottawa, Canada (this position requires some in-office attendance)
<b>Language Profile:</b>	English (primary) and Spanish (intermediate) required French and/or Portuguese fluency = strong asset
<b>Key Qualifications:</b>	Exceptional English writing and analytical thinking abilities
<b>Estimated Start Date:</b>	As soon as possible
<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 governments, multilateral institutions and civil society organizations at a regional and national level.

## POSITION SUMMARY

We are seeking a highly analytical and detail-oriented Program Officer to join our team. The ideal candidate will have a strong understanding of parliament and demonstrated experience with public policy research and analysis. **This position requires a very strong writer in English, with the ability to communicate complex information clearly and effectively.**

An understanding of international development project management, monitoring and evaluation (M&E), and reporting in compliance with requirements of Global Affairs Canada (GAC) is considered an asset, but the primary skill being sought is excellence in public policy research, analysis and technical writing; on-the-job M&E training will be provided to equip the selected candidate with the knowledge and skills to undertake donor reporting-related tasks.

## PRIMARY DUTIES

### Public Policy Research and Technical Writing to Support Parliamentary Programming

- 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.
- Support programmatic content development (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.
- Review, edit, and validate outsourced translations; translate short texts in-house when required.
- Format or design documents (e.g., reports, toolkits, fact sheets, questionnaires, forms, and templates).
- 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.

#### **Monitoring and Evaluation (M&E) and Donor Reporting**

- Support the management of M&E systems, ensuring completeness, verification, proper formatting, and cross-entry of data into corresponding spreadsheets and databases.
- Coordinate with relevant ParlAmericas staff and partner organizations to ensure the timely collection and consolidation of activity evaluation and participant data. Ensure quality control and maintenance of related tracking systems and spreadsheets.
- Monitor project performance against indicators involving external datasets and/or surveys, interviews and other periodic data collection efforts.
- Ensure that gender responsive approaches are applied across the planning, implementation and evaluation of projects and their activities in line with their respective Gender Equality Strategies.
- Contribute to the preparation of project implementation plans, baseline and end line reports, project annual work plans, annual and semi-annual donor narrative and financial narrative reports, and other donor reporting deliverables, as required.

#### **QUALIFICATIONS**

- 2 to 3 years of professional experience working in a position that required public policy research, analysis and writing.
- An understanding of the legislative process. **Prior experience working in or with parliament and/or in the office of a parliamentarian, is considered a strong asset.**
- Exemplary research skills: Understanding what information is needed, identifying how to locate and collect data from the appropriate sources, and analyzing and synthesizing information to make recommendations and prepare meaningful written resources for evidence-based decision-making.
- Ability to write on complex and highly specialized issues (e.g., policy, law, science, economics, international affairs, parliamentary procedure) within different kinds of writing products, adapting style for the audience and medium. Experience writing speeches and other documents for politicians is an asset.
- Knowledge of or experience in applying gender analysis, and dedication to gender equality and the ability to translate its concepts into working methods.
- Strong analytical, communication and problem-solving skills, including the ability to think several steps ahead, seek guidance and determine the best course of action to contribute proactively to the delivery of high quality results.
- The capacity to identify and articulate potential challenges and propose suggested solutions in a concise and clear manner.
- Political acuity and understanding of electoral politics, cultural dynamics, and gender relations in Latin America and/or the Caribbean.



- Intermediate comprehension of written Spanish is required, ability to communicate (written and/or spoken) in Spanish and other ParlAmericas languages (French/Portuguese) considered an asset.
- 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.
- Ability to function with a significant level of flexibility and autonomy, performing various and complex tasks under competing deadlines in coordination with other staff while demonstrating initiative and sound judgment.
- Exceptional project management, time management and organizational skills and abilities to work remotely as part of an inter-cultural and virtually connected team.
- Proficiency with spreadsheets (Excel), MS software (Word, Excel, PowerPoint) and Zoom.
- Availability for travel abroad, when required.

## **WORKING CONDITIONS**

The ParlAmericas International Secretariat is a small, dynamic, multicultural, multilingual team of professionals. This position requires some onsite work at the ParlAmericas Secretariat Office in Ottawa, but this can be balanced with remote work from home. **Candidates must be able to work in Canada.** Job duties may include occasional travel to countries in Latin America and the Caribbean.

## **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 | October 2024 – Name**'.

Applications will be considered on an ongoing basis. 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).