# JOB DESCRIPTION

**Position Title:** Latin America Specialist in Parliamentary Strengthening  
**Position Term & Type:** Full time; Term position with possibility of renewal  
**Position Location:** Ottawa, Canada  
**Language profile:** Fluency in Spanish (essential); English proficiency  
**Application Deadline:** Friday, March 6, 2020

## 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.

## JOB SUMMARY
Reporting to the Deputy Director, the Latin America Specialist in Parliamentary Strengthening will contribute to the design, implementation and evaluation of technical assistance programming in support of national parliaments across Latin America, with an emphasis on strengthening institutional capacities, legislative frameworks, oversight practices, and cooperation with civil society related to open parliament (transparency, accountability, ethics, and citizen participation), gender equality and women’s empowerment, climate change, sustainable development, and democratic processes.

The candidate will possess extensive knowledge of parliamentary rules of procedures, operations and practices in Latin America obtained through national or regional-level legislative work experience in that region, in addition to demonstrated abilities to support high level strategic communications and relationship building with parliamentary actors.

## PRIMARY RESPONSIBILITIES
The Latin America Specialist in Parliamentary Strengthening will:

- Assume leadership for the planning and execution of designated technical assistance project activities. This includes targeted national-level activities, resources and advisory services to support parliamentary leaders and senior legislative staff in executing commitments made through participation in ParlAmericas regional programming based on exposure to effective legislative practices and their institutionalization in other countries across the hemisphere.  
- Contribute to the programmatic and operational implementation of the activities. The latter includes the development of activity budgets, liaising with host parliaments, overseeing operational, communications and protocol arrangements, and managing activity...
expenditures within established budgets in accordance with ParlAmericas procurement and finance procedures.

- In collaboration with thematic program teams, contribute to the methodological design of other project activities and preparation or technical review of related knowledge resources to ensure incorporation of procedural and administrative elements. This could, for example, focus on designing parallel sessions at parliamentary meetings for senior legislative staff, or annexes to knowledge resources focused on institutionalization of focus practices.

- Contribute to the development, ongoing improvement and implementation of follow-up mechanisms with beneficiaries to support monitoring and evaluation of program activities and measurement of results and impacts.

- Coordinate with national and regional partners in the development and implementation of joint programming and /or coordinate to ensure complementarity of interventions affecting common beneficiaries, as well as to the proposal-writing to secure new (partner and donor) resources in support of parliamentary strengthening programming.

- Draft and review other materials, including declarations, political statements, speeches, reports, briefings, website content, etc. as needed, with attention to consistency in the positioning, political neutrality and strategic positioning of the organization.

- Contribute to the development and implementation of strategies and efforts to strengthen engagement of the ParlAmericas Board of Directors, ParlAmericas Member Parliaments and thematic working groups\(^1\) to channel their knowledge / support for enhanced programming.

- Contribute to the development and implementation of strategies and efforts to strengthen engagement with civil society, including youth-led organizations, in designated activities.

- Contribute to the preparation of ParlAmericas’ annual work plan and progress reports for the board of directors and donors.

- Support team members and take on other tasks and duties as required for the delivery of ParlAmericas programming

**QUALIFICATIONS**

- Exceptional technical and pedagogical writing abilities in Spanish.

- A minimum of five (5) years of professional work experience providing technical services within a national parliament or through regional programming in support of parliaments in Latin America.

- In-depth knowledge of parliamentary procedures, practices and operations across Latin America.

- Demonstrated ability to work effectively with political leaders, parliamentarians, parliamentary staff, civil society organizations and members of the donor and diplomatic community.

- Hands-on experience developing and implementing workshops on parliamentary practices with civil society, including youth-led organizations.

- Track record in the design of innovative programming, and ability to build, expand and maintain a strong network of key local contacts.

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\(^1\) These currently comprise the Parliamentary Network on Gender Equality, Parliamentary Network on Climate Change, and the Open Parliament Network, which includes a sub-network of senior legislative staff responsible for related institutional efforts in their parliaments.
• Experience with intersectional gender analysis and technical assistance for projects on institutional gender mainstreaming and women’s political participation
• Strong qualitative and quantitative research, monitoring, evaluation and report-writing abilities.
• Excellent capacity building skills, with demonstrated experience in training and facilitation preferred.
• Strong relationship-building, political acumen and sensitivity, and diplomacy skills.
• Excellent analytical, organizational and negotiation skills, and the ability to work effectively in fluid and complex political environments.
• Demonstrated flexibility, creative problem solving and entrepreneurial spirit.
• Ability to work independently and as part of a small team using initiative and judgment, and to provide support and guidance to counterparts in Latin American parliaments.

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 term position based in Ottawa, Canada, which will require international travel and some irregular work hours to support the implementation of project activities. Candidates must be legally eligible to work in Canada. ParlAmericas cannot cover relocation costs.

Please send your C.V., a cover letter detailing how you meet the qualifications for this job, and a relevant writing sample in Spanish no later than Friday, March 6, 2020 to 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.