JOB POSTING

Position Title: Project Manager
Position Term & Type: Full time; 1-year term position (possibility of extension)
Location: Ottawa, Canada
Estimated Start Date: August 3, 2021 (flexible)
Application Deadline: Sunday July 25, 2021
Language Profile: Fluency in English and working proficiency in Spanish essential; French and Portuguese assets
Supervisor: Deputy Director, Operations and M&E

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. ParlAmericas programming is focused around three main issues: gender equality, open parliament and climate change.

ParlAmericas is a small, dynamic, open-concept office environment (although all team members are currently working remotely due to the pandemic), requiring good communication and close collaboration amongst all ParlAmericas staff. Project delivery will require occasional travel and some irregular work hours.

PRIMARY RESPONSIBILITIES

Staff Management

- Direct supervisor to team members providing transversal support to various project activities, including related to the climate change and sustainable development
- Coordination with Project Manager, Open Parliament and directors on staff assignments for the implementation of activities

Institutional Support and Monitoring and Evaluation

- Contribute to the implementation of Open Parliament activities where needed
- Support the tracking of impacts or other activities through research and corresponding with parliamentarians and parliamentary staff related to ParlAmericas programming
- Contribute to the evaluation of an end baseline for a parliamentary strengthening project
- Write or review post-activity reports to support donor reporting requirements, and review relevant sections of draft donor reports
- Support the development of new projects and contribute to identifying opportunities for financing of organizational programs
- Proofread and quality control as needed in support of other thematic or initiatives
Management of Climate Change and Sustainable Development Project Activities

- Develop annual work plan of the Parliamentary Network on Climate Change (PNCC) in consultation with the PNCC Executive Committee
- Represent the ParlAmericas International Secretariat at climate change and sustainable development related events
- Network with international organizations, civil society organizations, academics, media, experts and others working on climate change and sustainable development related issues
- Conduct or coordinate research needed to support activities
- Develop activity plans and corresponding budgets where required
- Oversee and contribute to the development of agendas, methodologies, session guidelines for panellists, material, speeches, declarations and communications, and invitation process for parliamentarians, clerks, panellists, and observers
- During activities, assist with logistical support and activity related issues, social media, manage flow of event – coordinate with panelists and facilitator, audiovisual aids, note taking, support round table discussions, etc.
- Coordinate activity wrap-up including the report, in-kind contributions, audio-visual materials, thank you letters, travel reconciliation (where applicable), etc.
- Lead editorial planning and write or review all documents produced for the PNCC, including activity reports, briefing notes, publications, etc.
- Oversee the translation of final documents as needed and proofread English translations (French would be an asset)
- Provide guidance, draft and review social media and web content on climate change and sustainable development
- Maintain regular communication with members of the PNCC Executive Committee about the network’s activities and acquire feedback on annual work plans, support the coordination of elections and draft and review speeches for members’ interventions

QUALIFICATIONS

- Eligible to work in Canada;
- Fluency in English and working proficiency in Spanish essential; working knowledge of French and/or Portuguese would be an asset;
- Demonstrated excellence in verbal and written communication skills in English, and in Spanish at an advanced level, including the ability to compose original material, to analyse and synthesise complex information, to edit and proofread, with superb attention to structure, grammar and other details;
- Minimum 8 years relevant professional experience in a field relevant to public governance, parliament, climate change and/or sustainable development;
- Minimum of Masters university degree in a relevant field;
- Strong understanding of parliamentary functions, procedures and practices;
- Exceptional project management, time management and organizational skills;
Experience supervising and guiding staff in the implementation of program objectives and project deliverables, including taking and giving constructive feedback;

Experience communicating with parliamentarians, senior public servants, or other senior stakeholders;

Experience with results-based management frameworks, particularly for international development donor-funded projects;

Ability to work independently and as part of a team using initiative and judgment;

Ability to work under short deadlines and balance multiple activities and demands in a politicized atmosphere;

Knowledge of MS software applications (Word, Excel, PowerPoint) and Zoom;

Availability for travel abroad, when required (depending on evolution of pandemic responses);

Strong understanding of political, cultural, economic and social realities in Latin America and/or the Caribbean would be an asset; and

Experience working in a parliamentary precinct would be an asset.

Please send your C.V. and a cover letter (max 400 words) in English, and a short writing sample in Spanish, no later than July 18, 2021 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.