



JOB POSTING

SENIOR PROJECT MANAGER – CIVIL SOCIETY AND WOMEN’S EMPOWERMENT

Position Title:	Senior Project Manager
Position Term & Type:	Full time; Term position with possibility of renewal
Location:	Ottawa, Canada
Estimated Start Date:	November 1, 2018 (flexible)
Application Deadline:	October 21, 2018
Language profile:	Fluency in English and Spanish (Essential)

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.

PROJECT BACKGROUND

“Promoting Women’s Political Leadership in Latin America and the Caribbean” is a 3-year project that will provide direct support and capacity building to: 1) improve the management and sustainability of women’s organizations in Latin America and the Caribbean and; 2) enhance their delivery of activities to promote enabling environments for women’s political leadership. This project has been conceptualized and will be implemented in partnership with the staff, board members and volunteers of intermediary women’s organizations. The operational sustainability of these partner organizations will be strengthened through targeted and responsive technical assistance (in areas of governance, membership engagement, fund diversification, results-based management, monitoring and evaluation, strategic planning), and accompaniment in the development and piloting of new resources, tools and engagement strategies (training curricula, mentorship manuals, communications and advocacy strategies) and programming (candidate trainings, youth leadership initiatives) to promote leadership by women and girls.

POSITION SUMMARY

Reporting to the Director General of ParlAmericas, the Senior Project Manager is responsible for the overall management and implementation of the project in accordance with the Donor Agreement and ParlAmericas operating procedures and good practices.

The Senior Project Manager is responsible for establishing collaborative and effective working relationships with partner organizations to ensure that project activities are planned and implemented in accordance with: agreed-upon budgets, timelines, and performance targets, as well as financial, operational, security and other requirements of the Donor Agreement.

The Senior Project Manager will represent ParlAmericas with donors, multilateral partners, and national parliaments. S/he must possess sound knowledge of international development programming, gender mainstreaming and civil society strengthening, in addition to political acumen, diplomacy, and partnership management skills.

To be successful in these roles, the Senior Project Manager must have strong leadership, problem-solving and decision-making competencies, sound knowledge of work planning, budgeting, financial administration, results-based project management, monitoring, evaluation and reporting practices, and capacities to transfer these skills through coaching and the preparation of pedagogical tools and related guidelines.

PRIMARY RESPONSIBILITIES

1. Planning and management for project results

- Undertake strategic planning/capacity assessment exercises with partner organizations, and adjust the project's theory of change, capacity building strategies, logic model, sequence of activities, performance measurement targets, and/or risk register as needed;
- Prepare baseline analyses in coordination with partner organizations;
- Facilitate regular (virtual and in-person) work planning, coordination and review meetings with partner organizations.

2. Capacity building of partner organizations

- Organize training sessions and provide ongoing coaching to support partner organizations with institutional strengthening (governance, membership engagement, fund diversification, results-based management, monitoring and evaluation, strategic planning);
- Support partner organizations in developing new strategies, resources and tools (mentorship manual, training curricula, communications and advocacy strategy, primary school lesson plan) to promote leadership by women and girls;
- Support partner organizations with the planning, delivery and evaluation of candidate trainings and youth leadership development initiatives.

3. Monitoring, evaluation and gender mainstreaming

- Establish monitoring and evaluation systems and procedures with partner organizations, 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;

- 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.

4. Management and administration of project finances

- Establish accounting, financial administration and procurement policies and procedures with partner organizations in accordance to the Donor Agreement and to ParIAmericas operating practices, and provide related training and oversight to ensure compliance, as required;
- Provide direct support to partner organizations with the preparation of budgeted (semi-annual) work plans and (individual) activity plans; authorize disbursements of project funds to partner organizations and oversee the proper reconciliation of unspent project funds;
- Prepare budget projections/revisions and prepare quarterly financial reports for the donor based on financial reporting received from partner organizations;
- Leverage additional resources into the project through partnership building and coordination with other relevant stakeholders (national parliaments, universities, civil society, multilateral international development organizations, etc.);
- Provide direct support to partner organizations in identifying and pursuing opportunities for fund diversification that contribute to the sustainable resourcing of their operating expenses.

5. Management of human resources and operations

- Develop human resource policies and procedures and staffing plans for the offices of partner organizations in coordination with their governance structures;
- Participate in the recruitment, hiring, on-boarding and oversight of staff hired within partner organizations to deliver project activities;
- Oversee the procurement of equipment, furniture and ICT services to setup offices of partner organizations, in accordance to conditions of the Donor Agreement;
- Recruit, supervise and coordinate a select number of consultants, as allowed for by the project budget, to provide targeted technical and capacity building services.

6. Relationship management and public relations

- Maintain an up-to-date understanding of political dynamics and regional processes in Latin America and the Caribbean related to women's leadership and civil society-governmental relations;
- Prepare communications and documentation about the project for ParIAmericas member institutions and relevant external audiences;
- Identify and leverage opportunities for coordination / knowledge sharing with key stakeholders, including Global Affairs Canada and its embassies/high commissions in project countries.

7. Safety and reputational risk monitoring and mitigation

- Actively monitor safety and security developments in project locations. Develop, update and ensure compliance of partner organizations with related security protocols and procedures;
- Actively monitor and implement measures to prevent and mitigate reputational and other risks.

QUALIFICATIONS

- 10 years of relevant professional experience in the design and management of donor-funded international development projects – including sound knowledge of work planning, budget development and control, results-based management, monitoring, evaluation and reporting;
- International work experience on development programming in Latin America or the 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 and Spanish oral and written fluency essential;
- Strong writing abilities and experience preparing narrative and financial reports for project donors using requirements applied by Global Affairs Canada;
- 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, October 21, 2018** to info@parlamericas.org.

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