JOB POSTING

LOCAL COORDINATOR TO SUPPORT THE CREATION OF AN ALL-PARTY BICAMERAL WOMEN’S PARLIAMENTARY CAUCUS IN JAMAICA

Position Title: Local Coordinator
Position Term & Type: Contract/Consultant; full-time for approximately 6 months
Position Location: Kingston, Jamaica; home-based with some local travel (in accordance with health and safety conditions)
Application Deadline: September 15, 2021
Language profile: English

BACKGROUND
ParlAmericas is the institution that promotes parliamentary diplomacy in the inter-American system. Composed of 35 national legislatures from North, Central, and South America, and the Caribbean, ParlAmericas facilitates the exchange of parliamentary best practices and promotes cooperative political dialogue. Through its gender equality programming, ParlAmericas promotes women’s political leadership and gender mainstreaming in the agendas and operations of the national legislatures of the Americas and the Caribbean.

Building on various national gender equality commitments and the historic achievements of women during the most recent national election in Jamaica, ParlAmericas is working with the Parliament of Jamaica, the Ministry of Culture, Gender, Entertainment and Sport, and a consortium of local and regional entities committed to advancing gender equality to provide technical support to accompany the creation of an All-Party Bicameral Women’s Parliamentary Caucus in the Jamaican Houses of Parliament. The caucus will serve as a cooperative working space for the women parliamentarians to advance their shared priorities and contribute to furthering women’s rights and gender equality in the Parliament and the country.

The technical support that ParlAmericas will provide to this endeavour is being financed in part by UN Women through the Spotlight Initiative and in part by the Government of Canada through Global Affairs Canada. ParlAmericas is seeking to contract a Jamaica-based consultant to provide dedicated technical guidance and coordination for the early stages of the caucus’ creation and activity implementation.

NATURE AND SCOPE
The Local Coordinator will be responsible for providing high-quality administrative and technical support to the initial convening and formation of the caucus, as well as the planning and delivery of training, workshops, and other caucus activities. Reporting to ParlAmericas as a sub-contractor/consultant, the Local Coordinator will work via primarily virtual means in close collaboration with ParlAmericas staff; actors in the Parliament of Jamaica; women parliamentarians from all parties and chambers; the Ministry of Culture, Gender, Entertainment and Sport; and members of the consortium of local and regional entities in order to fulfill their responsibilities.

The Local Coordinator must possess strong administrative, communications, and organisational skills. They must be committed to promoting multi-partisanship and gender equality, and possess the necessary
operations/logistical skills and technical knowledge to assist in the creation of a parliamentary space seeking to advance these objectives. Past experience working with parliamentarians or in a parliamentary space, as well as connections within the gender equality and women’s rights movement within Jamaica, will also be an asset. Successful completion of their mandate will require the Local Coordinator to exercise the utmost sensitivity, tact, transparency, and sound judgement in performing their duties and interacting with the Parliament and other actors as a subcontractor of ParlAmericas.

This role is expected to require 37.5 hours of work each week from October to March. The number of hours worked and/or the duration of the role may vary depending on project activities and progress.

**PRIMARY RESPONSIBILITIES**

The Local Coordinator will be the primary actor supporting the project in-country, as a subcontractor for ParlAmericas. Working in collaboration with ParlAmericas, the Parliament of Jamaica, and the Ministry of Culture, Gender, Entertainment and Sport, and the consortium of entities committed to accompanying the caucus, and in compliance with other organisational and donor requirements, the Local Coordinator will:

- Support the planning and implementation of virtual meetings of women parliamentarians, training sessions, workshops, and other activities at the various stages of the caucus’ development, including preparing and circulating invitations, arranging Zoom logistics, preparing agendas and determining speakers, sharing summary notes and related resources before and after meetings, etc.
- Collaborate with ParlAmericas staff in providing technical assistance to the caucus in developing governance documents and work plans, as well as brief, specialised handouts if needed.
- Support in the creation of communications materials (e.g. press releases, social media content, reports, news stories, etc.) related to the project and the work of the caucus as needed.
- Maintain positive relationships with key actors nationally to ensure ongoing momentum for the caucus creation.
- Develop relationships with other civil society groups and entities committed to gender equality and women’s rights in Jamaica and facilitate connections between these actors and caucus members after its launch.
- Communicate on an ongoing basis with ParlAmericas staff, providing updates on progress and any challenges that arise, in order to ensure effective project implementation and assist with donor reporting.
- Ensure, in partnership with ParlAmericas, that any donor requirements are adhered to in project delivery.
- Undertake other duties to facilitate the successful development, launch, and operation of the parliamentary caucus as necessary.

**QUALIFICATIONS**

- Experience in similar coordination roles, with strong organisational, interpersonal, and time management skills
- Commitment to multi-partisanship and ability to effectively work with individuals from all political backgrounds
- Attention to detail and problem-solving skills and ability to handle sensitive information in a confidential manner required
- Familiarity with issues related to gender equality and women’s rights and an understanding of the women’s movement in Jamaica
- Experience working in and/or understanding of the parliamentary or governmental sphere
● Demonstrated capacity to work both in a self-directed manner and collaboratively with team members, project partners, and other stakeholders from politically and culturally diverse backgrounds both remotely and in person
● Excellent written and spoken English
● Access to reliable mobile phone, computer, and internet access
● Ability to travel occasionally throughout Jamaica to support the creation of the caucus and related activities (dependent on the local health and safety situation and related regulations)
● Knowledge of or past experience in international development and/or women’s rights issues in the Caribbean is an asset, but not a requirement

WORKING CONDITIONS
This is a contract/term position, expected to conclude in March 2022. Occasional irregular work hours and travel within Jamaica may be required, depending on the health and safety situation and local regulations.

Applicants must be based in and legally eligible to work in Jamaica.

Please send your CV and a cover letter detailing how you meet the qualifications for this job posting to eilish.elliott@parlamericas.org no later than September 15, 2021.

Only short-listed candidates will be contacted for an interview.

ParlAmericas is an equal opportunity employer.