



## JOB POSTING

<b>Position Title:</b>	Program Officer – Finance and Logistics
<b>Position Term &amp; Type:</b>	Full time; Term position with possibility of renewal
<b>Location:</b>	Ottawa, Canada
<b>Estimated Start Date:</b>	May 15, 2018
<b>Application Deadline:</b>	May 5, 2018
<b>Language profile:</b>	Fluency in English and Spanish essential; French and Portuguese assets

### ABOUT PARLAMERICAS

ParlAmericas is the inter-parliamentary institution that promotes parliamentary diplomacy in the inter-American system. Convening the national legislatures of the 35 member states of the Organization of American States (OAS), ParlAmericas facilitates exchanges of parliamentary best practices and promotes cooperative political dialogue on issues affecting North, Central and South America and the Caribbean.

### JOB SUMMARY

Under the supervision of the Director General and the Deputy Director, the Program Officer – Finance and Logistics is responsible for general administrative, finance and logistics support to ensure the efficient functioning of ParlAmericas programming in Latin America and the Caribbean, as well as the day to day operations of the International Secretariat of ParlAmericas.

ParlAmericas is a small, dynamic, open-concept office environment, requiring good communication and close collaboration amongst all ParlAmericas staff. Program delivery will require occasional travel and some irregular work hours.

### PRIMARY RESPONSIBILITIES

#### Finance:

- Reconcile credit cards
- Prepare and classify payables and receivables
- Monitor payment requests and follow-ups
- Maintain financial files and records
- Control petty cash
- Maintain ParlAmericas files (electronic and hard copy archiving)
- Track and compile reports for In-kind contributions
- Draft procurement memos
- Review monthly financial reports (GLs)
- Review and correct ParlAmericas' staff travel reconciliations
- Support development and control of the ParlAmericas activities' budget
- Support the development of ParlAmericas project budgets
- Support the development of ParlAmericas annual budget
- Support the preparation of quarterly, mid-year and annual financial reports for Global Affairs Canada / other donors
- Support preparation of quarterly financial reports for the ParlAmericas Board

- Review contracts for new service providers, facilitators, graphic designers
- Support follow up on membership fees

#### **Program Administration & Logistics:**

- Coordinate project related travel and hotel bookings, following donor directives; draft funding offers agreements for participants funded by ParlAmericas and follow up
- Draft procurement memos for activity related expenditures
- Assemble travel reconciliation packages
- Coordinate itineraries of participants for transportation with host country
- Support coordination with host country, meeting room set-up, confirm total number of participants, pens, lanyards, credentials, tent-cards, audio-recording, interpretation, audiovisual system, internet connection in meeting room, coffee breaks and other logistic information needed to coordinate with host
- As required, procure, quote, negotiate and contract services with local suppliers (hotels, catering, interpretation, transportation, photography, printing); coordinate providers payments contracted for the meetings
- Oversee providers' service during ParlAmericas' activities; provide on-site logistics support (hotel – transportation – protocol) as required
- Maintain and update the ParlAmericas' calendar of activities
- Develop registration forms for ParlAmericas activities
- Provide in-house translation as needed; coordinate and review outsourced translations
- Collect participants' in-kind, boarding passes and other required documents for travel reconciliation
- Provide research support, as requested, for ParlAmericas programming (International and inter-American organizations, political parties, commissions, parliamentarians, panelists, etc.)
- 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

#### **Office Administration:**

- Answer and manage incoming calls; monitor, screen, respond to and distribute incoming communications
- Receive and interact with incoming visitors
- Monitor and procure office supplies and office equipment maintenance; research advantageous deals or suppliers
- File and retrieve documents and reference materials
- Contribute to the maintenance of the ParlAmericas database
- Assist the Director General with compilation of materials for the ParlAmericas Board

#### **QUALIFICATIONS**

- Fluency in Spanish essential; excellent command of written and spoken English; working knowledge of French and/or Portuguese, an asset
- Minimum 3-5 years relevant professional experience, previous experience in a not-for-profit considered an asset
- Experience working in a finance-related position essential; experience working in a financial setting in Latin America considered an asset

- Minimum of undergraduate university degree in a relevant field
- Exceptional organizational skills and attention to detail
- Advanced proficiency in use of MS software applications (Word, Excel, PowerPoint)
- 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
- Ability to engage respectfully and effectively with protocol oriented institutions
- Sensitivity to the importance of gender equity and related issues
- Knowledge of the parliamentary systems and legislative institutions in the Americas considered an asset
- Availability for travel abroad, when required
- Eligible to work in Canada

Please send your C.V. in English, and a writing sample in Spanish, no later than May 5, 2018 to [info@parlamericas.org](mailto:info@parlamericas.org)

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