



JOB PROFILE

Project Officer, Capacity Building, Division of Programmes Geneva (Switzerland) Grade P2

Organizational Setting and Reporting Relationships: Reporting to the Director of Programmes, the Project Officer will help implement projects in support of parliaments aimed at enhancing the way they function and building their capacity in the fields of gender equality and youth participation, with a focus, inter alia, on Asia.

Strengthening parliaments is one of the key areas of work for the IPU. It promotes democracy and assists parliaments and parliamentarians in fulfilling their mandate. It conducts work aimed at strengthening parliaments, promoting gender equality and protecting and promoting human rights. Much of the work undertaken by the IPU to strengthen parliaments is targeted at post-conflict parliaments and those in transition to democracy. The IPU is seeking to expand its work in these fields in Asia.

Accountabilities: Within delegated authority, the incumbent will:

- Assist in the implementation of national and regional technical assistance projects aimed at (1) enhancing the functioning and capacity of parliamentary institutions, (2) supporting women parliamentarians and parliaments in their gender equality work and (3) encouraging effective participation of young parliamentarians in the work of parliament.
- Prepare work plans, plan activities and draft project documents;
- Participate in activities foreseen under technical assistance projects. This includes, inter alia, drafting terms of reference for related activities, organizing seminars for parliamentarians and parliamentary staff, as well as organizing and participating in missions to the countries concerned in order to provide logistical support;
- Assist with research on parliaments, more specifically on legislative, political and institutional frameworks related to the functioning of parliaments, gender equality and youth participation;
- Help produce documentation on gender issues and youth participation;
- Provide support to Programme Officers in their interaction with parliaments, experts, consultants and other partners in order to identify necessary human and material resources and ensure timely delivery of project outputs;
- Provide support to Programme Officers in identifying avenues for cooperation with other regional and international organizations and propose appropriate measures to take advantage of such opportunities;
- Monitor project expenditure within approved budgets and keep accounts of project-related activities;
- Produce activity reports, follow-up and evaluation reports for projects;
- Collaborate with colleagues working on other IPU projects.
- Perform other duties consistent with the role and responsibilities of the position.

Work implies frequent interaction with the following:

- § Parliamentarians, Secretaries General/Clerks of parliament, parliamentary staff
- § Donors and international organizations
- § Staff of parliamentary strengthening organizations
- § Members of the IPU Secretariat, particularly those working in research and capacity building.

Results expected: Successful implementation of capacity building programmes to strengthen parliaments.

Competencies:

- § Professionalism: Familiarity with the functioning and structure of national parliaments; good knowledge of international politics and current affairs. Deep knowledge of Asian politics and culture would be an asset.
- § Planning and organizing: Demonstrated organizational skills; ability to establish priorities and to plan and monitor own work plan and meet deadlines. Demonstrated use of initiative in facilitating the production of a complex work product. Personal attributes of self-motivation, tact, sound judgement and a preparedness to accept responsibility.
- § Communication: Ability to write and to communicate orally in a clear and concise manner.
- § Technological awareness: Advanced knowledge of word processing software, database applications; advanced use of the Internet.
- § Teamwork: Aptitude for human contacts and resourcefulness. Team spirit. Adaptability to varying working environments and conditions.
- § Commitment to continuous learning. Willingness to keep abreast of new developments in the relevant fields and to develop own skills.

Requirements:

- § University degree in political science, law, international relations, or related fields. A combination of academic qualifications and extensive relevant experience may be accepted in lieu of an advanced degree;
- § Excellent knowledge of the functioning of national parliaments; work experience in parliament a strong asset;
- § At least 3 years of progressively responsible experience in participating in parliamentary strengthening projects;
- § Good knowledge of project management tools and techniques;
- § Excellent organisational and analytical skills;
- § Ability to work independently, and as part of a team;
- § Excellent reading, writing and speaking skills in English or French, and a working knowledge of the other language. Knowledge of Asian languages will be an advantage.

Duties applicable to all staff:

Actively work towards the achievement of the IPU's strategic objectives. Perform any other work related duties and responsibilities that may be assigned by the line manager.

Compensation:

The Inter-Parliamentary Union offers an attractive salary and benefits package comparable to that of other international organizations headquartered in New York or Geneva, commensurate with education and experience.

Indicative Annual Salary at the P-2 level (net of tax)

USD 46'730 at single rate

USD 49'821 with primary dependents

Post Adjustment

Plus 104.9% (October 2013 rate) of the above figure(s). This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

For further information, please consult the International Civil Service Commission website:
<http://icsc.un.org/>

Employment Policy:

This position will be filled through an international recruitment process that will be open to internal and external applicants. From among equally qualified candidates, preference will be given to the underrepresented gender and persons from developing countries not represented in the Secretariat.

This position will be based in Geneva with some short-term travelling to project countries. It will be for an initial period of one year, renewable depending on satisfactory performance and availability of funding.

Deadline for applications:

Applications should be addressed to the:

Director, Support Services
Inter-Parliamentary Union
5, chemin du Pommier
Case postale 330
CH-1218
Le Grand-Saconnex, Switzerland
Tel: +41 22 919 4150
Fax: +41 22 919 4160
E-mail: postbox@ipu.org

Applications should be received on or before **20 November 2013**. In order to ensure prompt and efficient processing of your application, you are required to provide, along with your resume and IPU Job application form (available at <http://www.ipu.org/finance-e/vacancy.htm>), a detailed covering letter explaining how you meet each of the requirements of the position with concrete examples

Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.