



**JOB PROFILE**  
**Programme Officer, Technical Cooperation, P2**  
**Division for Programmes**

**Organizational Setting and Reporting Relationships:** Reporting to Programme Manager, Technical Cooperation, the Programme Officer will participate in (1) the development and promotion of standards, guidelines and good practices in parliaments; and (2) the design and implementation of capacity building programmes. The incumbent will work as part of an integrated team that carries out research, develops standards and delivers capacity building programmes with a view to strengthening parliament and democracy worldwide.

Strengthening parliaments is one of the key areas of work for the IPU. The IPU has a long history of developing standards, guidelines and good practices in the area of parliament and democracy. Notable examples are the *Declaration on Criteria for Free and Fair Elections* (1994); the *Universal Declaration on Democracy* (1997); the *Guidelines on the Rights and duties of the opposition in parliament* (1999); *Parliament and democracy in the twenty-first century: A guide to good practice* (2006); and *Evaluating parliament: A self-assessment toolkit for parliaments* (2008). The IPU's standards, guidelines and good practices are used by parliaments, governments, international organizations and in the IPU's own capacity building work. They are informed by, and developed in partnership with, the member parliaments of the IPU.

In recent years, the IPU's capacity building activities have increasingly drawn on the standards, guidelines and good practices developed by the organization. Initiated in the early 1970's, the IPU operates a technical co-operation programme under which it provides advice, guidance and technical support for parliaments largely in countries that are in political transition or emerging from conflict. The goal of the programme is to help parliaments to improve the organization of their work and strengthen their infrastructure. Nearly half of the parliaments where the IPU provides capacity building are also Least Developed Countries (LDCs).

The key role of the Programme Officer is to strengthen the link between the IPU's work on standards, guidelines and good practice and its capacity building activities.

**Accountabilities:** Within delegated authority, the incumbent will:

- Contribute to the development of new standards, guidelines and good practices, in collaboration with parliaments and other partners;
- Improve the use of the IPU's standards, guidelines and good practices by parliaments;
- Create tools and methodologies to gather good practices in parliaments, in particular in relation to the IPU's capacity building work;
- Participate in the design, management and evaluation of capacity building projects/activities with demonstrable results; provide advice and input to facilitate successful project delivery; Ensure inclusion of relevant crosscutting issues (gender, human rights, development aid, etc) in projects;
- Participate in the design and implementation of a parliamentary peer review mechanism;

- Develop and coordinate a wide range of professional relationships, ranging from technical to policy levels, across a broad spectrum of stakeholders;
- Prepare material for publication on the IPU website on activities and results;
- Occasionally supervise project based interns, junior consultants etc;
- 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:** Increased awareness, recognition and use of standards, guidelines and good practices developed by the IPU. Successful implementation of capacity building programmes to strengthen parliaments. Enhanced and consistent use of the guidelines and good practices in IPU's capacity building activities.

**Competencies:**

- Professionalism: Strong research and analytical skills; excellent familiarity with the functioning and structure of national parliaments; good knowledge of international politics and current affairs.
- 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 research and information technology skills.

**Requirements:**

- Advanced 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 advance 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, and/or contributing to development of parliamentary standards, guidelines and good practices;
- Good knowledge of project management tools and techniques;
- Excellent organisational and analytical skills;
- Ability to work independently, and as part of a team environment;

- Excellent reading, writing and speaking skills in English or French, and a working knowledge of the other language. Knowledge of Spanish, Arabic and/or other languages will be an advantage.

### **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. The net salary for this position starts at USD 46'669 (plus a cost of living adjustment) commensurate with education and experience.

### **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 women and persons from developing countries not represented in the Secretariat.

### **Deadline for applications**

Applications should be addressed to:

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@mail.ipu.org](mailto:postbox@mail.ipu.org)

Applications should be received on or before **8 January 2012**. In order to ensure prompt and efficient processing of your application, you are required to provide, along with your resume, a detailed covering letter explaining how you meet each of the requirements of the position with concrete examples and the job application form available on the "[job vacancies](#)" page.