

Competition #2010-03

Please post or circulate

EMPLOYMENT OPPORTUNITY

Title:	Program Officer - Americas Policy Group (APG)
Location:	Ottawa
Supervisor:	Coordinator, Policy Team
Classification:	Level 5 (unionized)
Term:	1 year contract (4 days per week)
Start Date:	September 2010 (approximate)
Salary Range:	\$51,779 - \$58,404 (Start Rate: \$51,779 annual pro-rated to 4 days per week)

INTRODUCTION

The **Canadian Council for International Co-operation (CCIC)** is a coalition of Canadian voluntary sector organizations working globally to achieve sustainable human development. CCIC seeks to end global poverty and to promote social justice and human dignity for all.

The Americas Policy Group (APG) is a working group of CCIC focused on development and social justice issues in the Americas. It brings together approximately forty international development and humanitarian NGOs, human rights groups, labour unions, research institutions, church and solidarity groups. The APG's mandate is to provide a space for collective reflection and the articulation of co-ordinated policy positions, as well as dialogue, and advocacy with the Canadian government, other governments, and other decision-making bodies.

POSITION SUMMARY

The Program Officer is responsible for coordinating and staffing the activities of the APG, and helping the working group elaborate strategies for policy work integrated into the work of the CCIC. He or she will work within the Policy team, following CCIC policies and guidelines, under the overall direction of the Policy Team Coordinator. He or she works closely with the Co-Chairs and active members of the APG. Specific areas of priority for the APG are defined annually in the workplan of the APG. Currently, the work of the APG is focused on: human rights and democracy, corporate accountability in the extractive sector, and the impacts of trade agreements and economic integration. APG has done in-depth work on these themes in Mexico, Central America, Colombia and the Andean region.

JOB DUTIES AND RESPONSIBILITIES

Specifically the Program Officer will:

1. Develop opportunities for the APG to contribute to relevant policy discussions within the non-governmental community, and with relevant Canadian ministries, agencies, parliamentarians, and institutions.
2. Monitor relevant Canadian government policies and programs and keep the APG and CCIC informed of issues and events necessary for strategic discussion.
3. Monitor, and communicate information and analysis on development and human rights issues in Latin America and the Caribbean, in order to assess the implications for the work of the APG and CCIC.
4. Write policy statements, briefs, and reports for CCIC and external publications, in collaboration with APG members.
5. Assure the functioning and administration of the APG, including preparation of meeting agendas and minutes.
6. Support the APG in the development of overall policy strategies and ensure their coherence with CCIC's policy agenda.
7. Bring policy issues related to the Americas to the Secretariat Policy Team and CCIC Board for discussion and possible action.
8. Facilitate the implementation of the strategies and program of the working group in co-ordination with the program and planning process of the CCIC Secretariat.
9. Contribute to the on-going planning and administration of the Policy Team through regular work planning and program development activities.
10. Co-ordinate fundraising strategies of the working group, including writing of funding proposals.

KNOWLEDGE AND SKILLS

- University degree or equivalent;
- Minimum of 3 years relevant work experience required;
- Bilingualism in Canada's official languages is required;
- Ability to read and speak Spanish is important;
- Knowledge of Canada's international policy processes including experience in advocacy and government relations;
- Knowledge of the Parliamentary Hill and capacity to network with Parliamentarians is an asset;

- Capacity to work in a self directed manner, collaborate in a team, and to provide leadership is required;
- Knowledge of development issues in Latin America;
- Familiarity with the Canadian NGO community and strategies for building policy capacity and collaboration relating to CCIC's policy agenda, including knowledge of international networks and NGO partnership relations;
- Work experience in a developing country, preferably in Latin America is an asset;
- Excellent interpersonal, communication and organizational skills;
- Proven analytic, writing and research skills;
- Ability to handle multiple tasks and work under pressure;
- Good administrative and computer skills;
- Demonstrated ability to take initiative and to be flexible;
- Understanding of gender analysis, the importance of gender equality, and the role of women in development.

CCIC is committed to employment equity.

Application deadline: **Wednesday, July 14, 2010** (Internal Candidates)
 Monday, August 9, 2010 (External Candidates)

Interviews will be held: during the week of August 31st, 2010

Application by external candidates will not be considered until applications and interviews of internal candidates have been fully processed.

CCIC offers a generous benefits package. For general information on CCIC, please visit our web site at www.ccic.ca. We thank all candidates for their interest, however, only short-listed candidates will be contacted.

Please send resume and letter of interest, quoting **Competition # 2010-03**, to:

APG Competition
CCIC
200 - 450 Rideau
Ottawa, Ontario
K1N 5Z4

E-mail: apg-gopa@ccic.ca
Fax: (613) 241-5302