



## **PROGRAMME MANAGER**

### **Job Description**

ETC currently has three people with the title *Programme Manager*. As is often the case, the title is ambiguous but we hope it conveys that the position requires someone who is able to both work collectively and independently and, with time and experience, make programme decisions as needed. The programme manager must have four essential qualities:

- an enthusiasm for painstaking and innovative research not only on the Internet but by phone and in-person, and perhaps in a library (!) every now and then;
- a creative flair for -- and pleasure in -- writing in English (although speaking and/or writing other languages is an asset);
- an instinct (even at the research and writing stages) to identify strategic opportunities to move an issue onto the global agenda and a willingness to undertake the networking and lobbying necessary to achieve this;
- an ability to make presentations and manage media inquiries on the full range of ETC issues.

There is no university degree that will guarantee this combination of skills and we are not seeking specific academic qualifications. Practical experience and natural abilities will be more important.

In research, the programme manager will routinely read and analyze news, scientific and technical reports, patents, and policy documents as well as speak directly with scientists, policy makers and industry representatives. In writing, the programme manager will draft news releases and communiqués, etc., -- often urgently -- with accuracy and creativity. In strategic advocacy, programme managers are expected to think tactically, globally, and in the short and long term. The ability to work well with other staff, geographically and culturally diverse partners, and to communicate effectively in public meetings is essential.

**Travel:** ETC programme staff have constant opportunities for global travel -- participating in seminars; making speeches; negotiating in UN meetings, etc. Although this travel is encouraged, ETC is sensitive to family and personal needs -- as well as job demands for research and writing -- and tries to work with staff to manage the travel burden.

**Location:** ETC programme managers can live and work anywhere that offers good broadband access and convenient travel. ETC has offices in Ottawa and Montreal, Canada; Carrboro, North Carolina, USA; and Mexico City, Mexico. A successful applicant would work in an existing office or establish a small office where they currently live.

**Accountability:** ETC is governed by an international Board of Trustees to assure the financial integrity and programme quality of the organization. ETC's programme of work, however, is determined by the staff through twice-yearly staff meetings guided by ETC's executive director and senior management team. The new programme officer will report directly to the executive director but will work closely with all ETC staff and will be expected to contribute to all aspects

of the organization including assistance with fundraising and grant reporting as well as normal programme work.

Most questions concerning the substance and range of ETC's programme of work become obvious with a review of our website. Applicants should demonstrate knowledge of ETC's history and work as well as familiarity with our recent activities.

**Terms:** All new positions begin with a one-year mutual probation period, which includes reviews after one month; three months; six months and at the end of the year. During this year, either party may break off the relationship, without penalty, with two weeks notice. Following the initial probation year, the applicant will be considered a permanent employee, subject only to ETC's financial circumstances.

ETC strives to minimize the salary gap between all of its employees in a transparent manner. Board and staff annually review personnel policies. The salary level is largely determined by the salary offered to someone doing similar work in a similar national CSO in the employee's country of residence. ETC has a generous benefits package.

**Application:** Because we are a very small staff with no staff member focused solely on the current job search, we are requiring that all applications and correspondence with ETC be exclusively via e-mail unless ETC requests an interview. Please send your application to **jobs@etcgroup.org**. In the subject line please state "programme manager" and your surname. The application should include:

- Letter indicating reasons for applying and interest in ETC's work;
- Your CV;
- Sample of writing ability (not more than 5000 words);
- Sample of research experience (not more than 5000 words)
- E-mail and phone coordinates for the period June 6 - September 1, 2008;
- If you wish, names and coordinates of three references. These individuals will not be contacted without the express permission of the applicant.

Note that ETC Group uses MS Word, please do not send PDFs.

**Process:** Applications must be submitted prior to end of the day **June 6, 2008**. Only applicants invited for interviews will be notified of the status of their application. If an applicant has not been invited for an interview by August 1, she/he should assume that they have not been selected. A mutually-convenient interview date will be set for early September during which interviewees will meet with other staff. Interviewees will also be encouraged to talk with ETC board members and former staff. An offer will be made to the successful applicant following the interview process and the job will begin as soon as is mutually-convenient.