



EMPLOYMENT OPPORTUNITY

Position Title: Programme Manager
Location: Anywhere in the world
Start date: June 1st 2018
Hours: Full time (40 hours per week)

INTRODUCTION

ETC Group is an international civil society organization that monitors the impact of emerging technologies and corporate strategies on biodiversity, agriculture and human rights. We operate at the global political level. We work closely with partner civil society organizations (CSOs) and social movements, especially in Africa, Asia and Latin America. We are a small international staff team with offices in Val-David (Laurentians), Montreal and Guelph, Canada; Mexico City, Mexico and Davao City, Philippines. Despite the distance between us, we work closely together, communicating via Skype, e-mail, telephone, teleconference and travel. For details of the work of ETC Group please see <http://www.etcgroup.org>.

POSITION SUMMARY

In collaboration with colleagues, ETC Group's Programme Manager is responsible for developing and delivering ETC Group's research, writing, outreach, lobbying and campaigning activities. This work includes reading and analyzing technical and policy reports, patent claims, specialized media, scientific and policy papers, attending conferences and interviewing technologists, policymakers and industry players in order to write easy-to-understand primers and briefing papers. The Programme Manager is also responsible for representing ETC in different settings, including in the media, Civil Society settings and United Nations negotiations. ETC Programme staff take responsibility for organizing and designing strategic public campaigns and outreach activities to bring ETC Group's research and analysis into relevant fora to enable social change. As part of a small staff, the Programme Manager may take on some responsibility for co-management of the organization including fundraising and relationships with donors.

Responsibilities

- Undertake extensive and detailed research, analysis and writing assignments, using scholarly and popular printed materials and via the Internet, on complex and sometimes obscure scientific and political matters with diligent attention to footnoting and fact-checking;
- Discuss and present research and analysis of complex issues with scientists, media, politicians, civil society partners, and at intergovernmental conferences;



- Maintain and extend relations with the media, including scientific, technical and specialized media, provide interviews and write articles on ETC Group's work;
- Maintain and deepen relationships with civil society allies and social movements and work in cross movement collaborations;
- Participate in the design of an effective and manageable socio-political strategy for the movement of ETC Group research into practical national, regional or international action;
- Contribute to, or coordinate joint research, communication and policy initiatives with civil society partners in one or more areas of the world;
- Lead in drafting and editing of briefings, news releases, reports, technical literature, fundraising reports etc. as required;
- Write-up research on complex scientific and political issues in clear layperson's language with original analysis and to civil society and policymaker audiences;
- Supervise short-term consultants to assist with highly-technical research activities as required;
- Participate in and organize international teleconferences, seminars and workshops;
- Represent ETC Group in community and international conferences including UN fora;
- Travel and work in many diverse cultural environments;
- Manage programme funds and provide timely, accurate financial accounting for all activities;
- Contribute to and/or take the lead on both fundraising proposals and reports;
- Participate in shared co-management of ETC Group as an organization.

POSITION QUALIFICATIONS

The incumbent in this position would ideally possess up to date knowledge in some of the areas ETC Group monitors, e.g: food sovereignty, biodiversity, emerging technologies, biotechnology, synthetic biology and genetic engineering, genetic resources, geoengineering and climate change, monopoly and corporate concentration etc. Knowledge of the “operating environment”, such as recent developments, the policy and regulatory environments of these disciplines and the international agreements (trade and environmental) that encompass them, significant debates and controversies, including those of an ethical nature, and key actors is also essential.

This position requires a unique combination of skills related to understanding the complexities of new technologies, global change and emerging global trends. An ideal candidate will be able to provide continuous and original socio-economic analysis of the potential impacts of new developments (eg. new technologies as they are commercialized in developing countries) and be capable of expressing these in a variety of written and oral formats that the lay-person and people from many cultural backgrounds can understand. The individual must be a confident writer with excellent English oral and written communications experience. Fluency in French and/or Spanish and other languages is an asset. The successful candidate must be available for occasional to regular international travel, able to attend conferences, meetings and conduct desk research. Depending on location of the applicant the work may be largely remote work from a home



office. A good sense of humor, flexibility and ability to work with initiative in a distributed global team are essential. The candidate should demonstrate clear interest and alignment with ETC Groups' mission and priorities.

Starting salary: Commensurate with qualifications and experience. ETC Group seeks to match equivalent salaries for international civil society organizations operating in the countries in which we work.

TO APPLY: Please submit a letter and CV via email only to Administrative Assistant, ETC Group at: etc@etcgroup.org. Please place the job title "Programme Manager" in the subject line when responding.

Deadline for application: Monday, April 2nd at 5:00 PM (EST)