



GLOBAL CENTRE FOR PLURALISM
CENTRE MONDIAL DU PLURALISME

TERMS OF REFERENCE

Program Officer | Global Analysis Program

Position Title: Program Officer

Position Type: 2 year term contract, renewable

Reporting To: Manager, Global Analysis

Founded in Ottawa by His Highness the Aga Khan in partnership with the Government of Canada, the [Global Centre for Pluralism](#) is an independent research and education centre. Inspired by Canada's experience as a diverse and inclusive country, the Centre was created to understand the sources of inclusion and exclusion in diverse societies and to advance positive responses to the challenge of living together peacefully and productively.

The Global Analysis program advances applied-research on the sources of inclusion and exclusion in societies and develops practical tools to build inclusion through policy and practice at global and local levels. The program is developing a [Global Pluralism Index](#)—to assess the state of pluralism in countries around the world and track trends over time. The Index measures the state of pluralism through legal commitments, practices of actors across societies, levels of group-inequalities, inter-group relations and levels of “belonging” amongst members of society. The Index uses an expert assessment methodology, combining a variety of qualitative and quantitative data sources. The Index is an ambitious project involving a large network of implementing partners in countries around the world. A critical component of the project involves providing training and technical guidance to implementing partners, and reviewing findings to ensure accuracy and quality.

The Program Officer will support the work of the Global Analysis team. This includes working with researchers and practitioners around the world to collect, collate and synthesize innovative research on pluralism, and producing knowledge products targeted to actors in different fields and sectors to help them apply the research to advance pluralism. In particular, she/he will contribute valuable technical expertise to oversee the collection and analysis of data for the Global Pluralism Index. She/he will also prepare and deliver trainings to a range of implementing partners on the Index framework and methodology.

MAIN DUTIES AND RESPONSIBILITIES

Overall, the Program Officer will be responsible for the following:

- Provide technical input and supervision for data-collection. This may include reviewing sampling plans and methodology for primary data-collection and analyzing data provided by partners to ensure accuracy, rigour and quality.

- Prepare reports synthesizing a range of qualitative and quantitative data to support program implementation.
- Prepare materials and deliver trainings for partners (including data-collection partners and expert assessors and reviewers in the field) and provide ongoing technical guidance to partner organizations.
- Produce a variety of knowledge products for diverse audiences, drawing on the data and findings of the Index, including producing high-quality written materials, synthesizing research results and preparation of funding proposals.
- Deliver presentations to a wide range of audiences, including at conferences, workshops and roundtables with policymakers and practitioners.
- Support the development of applied-knowledge products to advance policies and practices related to pluralism, including producing high-quality written materials synthesizing research results.
- Support knowledge-exchange through partnership development and convening workshops, roundtables and other events.
- Support program development by identifying potential resource development opportunities.

QUALIFICATIONS:

- Master's degree in law, political science, economics, international development, public policy, or other relevant field, with training on statistical analysis.
- 3-5 years of full-time experience in an applied knowledge organization, NGO or think-tank with emphasis on research and data-analysis. Experience working with other indices or measurement tools strongly preferred.
- Familiarity and comfort working with quantitative and qualitative data, intermediate proficiency with statistics and familiarity with data-analysis software (such as Excel, SPSS, STATA and R);
- Demonstrated track record of high-quality written work, including publications (may include reports, blog-posts, journal articles or other kinds of practitioner-focussed materials);
- Experience preparing training materials and delivering trainings to a wide range of practitioners;
- Excellent ability to communicate complex technical material orally, in writing, and through infographics.
- Ability to travel internationally.
- Fluency in English. Knowledge of French/Spanish/other languages preferred
- Comfort working across cultures and regions. Experience working in developing country contexts would be an asset.
- Attention to detail with strong organizational skills.

HOW TO APPLY

Applications may be submitted via email to careers@pluralism.ca with the Subject line “Program Officer, Global Analysis”. Each applicant should include a letter of interest and a resume highlighting relevant experience. Closing date for applications is **January 8, 2019**.

GCP is committed to equity in its mandate and its staff.

Candidates must be eligible to work in Canada. Please note that only shortlisted candidates will be contacted.