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**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
EXECUTIVE SECRETARIAT FOR THE INTER-AMERICAN COMMISSION ON HUMAN RIGHTS**

**Call for Resumes:
HUMAN RIGHTS CONSULTANT
Office of the Executive Secretary**

Type of Appointment:	Consultancy
Organizational Unit:	Executive Secretariat of the Inter-American Commission on Human Rights
Start Date:	February 1, 2023
Duration:	6 months, possibility of extension depending on availability of funds
Consulting Fee:	\$7,600 USD/month
Duty Station:	Washington, DC
Description:	Human Rights Consultant

Objective: Provide support to the daily work of the Office of the Executive Secretariat, with a particular emphasis to assist the Executive Secretary of the Inter-American Commission on Human Rights.

Duties and Responsibilities:

- Support to the General Coordination and preparation of the minutes of the Internal Sessions and Periods of Sessions.
- Prepare, integrate, and supervise the Report of the Executive Secretary for the Periods of Sessions in coordination with the technical areas.
- Coordinate and supervise the implementation of the Executive Secretary's agenda in coordination with the technical areas, including: a. perform monthly coordination of the Agenda, including staff meetings and coordinator meetings; b. analyze and prepare documents for meetings of the Executive Secretary with different actors prepared in coordination with other technical areas, 4 meetings per month; c. coordinate with the administrative area on logistics for travel meetings of the Executive Secretary.
- Support to the General Coordination and preparation of the Annual Report of the IACHR.
- Coordinate with the administrative area on logistics for travel meetings and missions of the Executive Secretary.
- Provide specialized technical advice to the Executive Secretary, systematizing information, documents, and speeches for the exercise of his function as a representative of the Commission.
- Prepare and deliver reports requested by the Executive Secretary and the Chief of Staff.
- Prepare information for press releases.

- Support to organization of conferences, events and/or meetings with representatives of civil society organizations as well as public officers.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Juris Doctor or First University Degree (Bachelor's) in law, political science, sociology, or other related studies, issued by a duly accredited institution.
- Seven years of relevant experience in similar positions at the national and/or international level, or Advanced University Degree (Master) issued by a duly accredited institution and 5 years of relevant experience.
- Knowledge of international legal standards related to human rights and international human rights law.
- Conducted human rights-related research

Desirable: Experience or knowledge of the OAS mandates and priorities as related to the area of work and/or the dynamics of the Inter-American agenda and system.

COMPUTER SKILLS: Ability to effectively work using Microsoft Office (e.g. Outlook, Word, and Excel), and other software applicable to the area of work.

LANGUAGES:

Essential – Fluency in Spanish and English (read, write, and communicate)

Desirable – Working knowledge of French and/or Portuguese

Applications: Please submit current resume, including three academic and/or employment references, a list of any relevant publications, and a letter of interest detailing qualifications and interest in the consultancy by January 16th, 2023 at 5:30 PM EST.

Please submit the above required documents to <https://airtable.com/shrQsfmkJWNOZKAn>

Diversity policy: The Inter-American Commission on Human Rights is committed to diversity and inclusion, as well as to equality of opportunities for all candidates. We embrace diversity on the basis of gender, age, education, national origin, race and ethnicity, disability, sexual orientation, and religion. We encourage indigenous persons, LGBTI persons and afro-descendant persons to submit their applications.