



Organization of American States

COMMUNICATIONS SPECIALIST - P01

Grade:	P01
Type of Appointment:	Short Term - Series A
Duration of Contract:	12 months
Secretary/Department/Off.:	The Exec. Secretariat of the Inter-American Commission on Human Rights
Announcement Number:	ST-EO/67/14
Duty Station:	US - Washington D.C.
Job Family:	Human Rights Commission
Job Category:	Professionals and Higher Categories
Recruitment Type:	External
Employment Schedule:	Full time
Publication Date:	9/8/14
Closing Date:	9/22/14
# of Openings:	1

Basic Salary (net of taxes):

Basic with Dependents:	N/A
Basic without Dependents:	37,273.00

Post Adjustment (net of taxes):

With Dependents:	N/A
Without Dependents:	18,748.00

DESCRIPTION

DUTIES AND RESPONSIBILITIES:

The Communication Specialist will work at the IACHR Press and Communication Office and will be responsible for the following:

- Taking into account the mission, vision, goals and objectives of the IACHR, the Communication Specialist creates and proposes external communication strategies to improve the institutional image of the Commission, ensuring that all external communication is aligned with the objectives previously defined.
- Participates actively in the creation and implementation of strategies to disseminate the Commission's decisions, promote the protection of human rights in the region, increase awareness of human rights treaties and jurisprudence, as well as of the tools available to the people at the Commission and the Inter-American System of Human Rights in general for the defense of their human rights and for presenting claims and complaints in cases of alleged human rights violations.
- Creates and proposes external communications strategies specifically aimed at the media, civil society organizations, Member States, as well as campaigns targeting the general public through social media.
- Drafts guidelines for developing campaigns for disseminating the IACHR work in the Americas;
- Following the guidelines given by the supervisor, designs the conceptual institutional image of the IACHR and ensures all graphic products, print and digital, follow those conceptual guidelines that ensure the identification of any and all IACHR products with the institution;
- Gathers and compiles information on the impact of the human rights cases solved by the IACHR and of the precautionary measures granted, to use as input for proposing stories for production of campaigns and proposes how to best present this information to users of the Inter-American Human Rights System, OAS Member States, petitioners, civil society organizations, members of the media, and the general public;
- Makes recommendations on the production of dissemination materials and on the work of graphic designers, printing companies, photographers, videographers, and other professionals when producing materials for the IACHR;
- As requested by the supervisor, produces and arranges video interviews with IACHR officials, human rights

experts, victims of human rights violations, petitioners before the IACHR, members of NGOs and other social leaders; select sound bites and visual elements; write and edit scripts and produce video clips;

- Monitors and researches on a daily basis the activities of the IACHR to ensure the best possible dissemination;
- Proactively participates in daily editorial meetings, creating a daily outlook of the needs of the day for the Webpage and social media visitors;
- As requested by the supervisor initiates contact and liaises with other departments of the Organization of American States, including but not limited to the Department of Information and Technology Services; Department of Press and Communication and the Department of Conferences and Meetings Management;
- Contributes to the planning and promotional efforts of the IACHR Press and Communications team;
- Creates and proposes a plan for the development of a Web-based digital communications, strategy;
- Contributes to the elaboration of a short- medium- and long-term strategic plan for the IACHR Press and Communication Office and is responsible for the print and Web design chapters;
- Monitors visits to the IACHR Website and engages with social media accounts, taking action in order to maintain an increasing trend of both;
- Produces awareness material and public information as well as various information documents;
- Coordinates photographic coverage of the work of the IACHR both at the Headquarters and in the field;
- Acts as Photo Editor, selecting and approving all images that the IACHR uses for public dissemination purposes; conducting research and providing metadata for captioning and archiving purposes;
- Assists in the conceptualization, planning and management of training courses for journalists on the Inter-American System of Human Rights;
- Performs other duties as assigned.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: First University Degree (Bachelor) in Communications, Journalism, Graphic Design, Art or related fields issued by a duly accredited institution and 1 year of relevant experience in similar positions at national and/or international level. **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 such as command of Dreamweaver, Illustrator, Photoshop, Acrobat, and InDesign. General knowledge of programming (asp, html, JavaScript, css).

LANGUAGES: **Essential** – Proficient in English and Spanish (read, write and communicate); **Desirable** – Working

knowledge of French and/or Portuguese.

PERSONAL COMPETENCIES: Client Orientation, Knowledge Sharing, Teamwork, Interpersonal Skills. Ability to clearly communicate in the languages required for the post.