



# Organization of American States

## Human Rights Specialist – P02 (2 Positions available )

Grade:	<b>P02</b>
Type of Appointment:	<b>Series A - Short Term</b>
Duration of Contract:	<b>12 months</b>
Secretary/Department/Off.:	<b>The Exec. Secretariat of the Inter-American Commission on Human Rights</b>
Announcement Number:	<b>ST-EO/10/17</b>
Duty Station:	<b>US - Washington D.C.</b>
Job Family:	<b>Human Rights Commission</b>
Job Category:	<b>Professionals and Higher Categories</b>
Recruitment Type:	<b>External</b>
Employment Schedule:	<b>Full time</b>
Publication Date:	<b>2/17/17</b>
Closing Date:	<b>3/19/17</b>
# of Openings:	<b>1</b>

Basic Salary (net of taxes):

Basic with Dependents:	<b>N/A</b>
Basic Without Dependents:	<b>46,026.00</b>

Post Adjustment (net of taxes):

With Dependents:	N/A
Without Dependents:	21,034.00

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## Description

### **DUTIES AND RESPONSIBILITIES :**

Implements the individual petition system governed by the Inter-American human rights instruments, initially assessing the admissibility of complaints received against member states assigned and applying the relevant procedures. Requests information from the parties to fully develop the claims, manages case correspondence, conducts legal research, analyzes claims according to the pertinent systemic norms, coordinates case hearings, drafts case reports setting forth conclusions and recommendations for Commission review. Participates in friendly settlement procedures. Fact finding on numerous situations and cases. Reports approved are either prepared for publication or for presentation as cases before the Inter-American Court of Human Rights.

Provides support for thematic Rapporteurships including contributing to: the design and follow-up of projects; organization and participation in working visits and promotional activities; specialized advice and inputs in the processing of individual petitions, precautionary measures and other mechanisms; and preparation of thematic reports.

Participates in the preparation and presentation of contentious cases and requests for advisory opinions before the Inter-American Court: conducts legal research and analysis, drafts briefs, manages case correspondence, identifies and collects evidence, coordinates the presentation of witnesses, and partakes in the presentation of arguments and witness testimony before the Court.

Organizes, coordinates and participates in on site visits conducted by the Commission: develops draft program of activities; manages logistical arrangements; facilitates meetings between Commission members and Government officials, representatives of local non-governmental organizations and other groups, such as alleged victims and their relatives, drafts reports and recommendations for publication pending Commission approval.

Monitors the overall situation of human rights in the member states assigned. This includes contacting and maintaining sources, collecting and reviewing information, coordinating general hearings before the Commission, and consulting with the Commission Rapporteur. Prepares special reports on the situation of human rights in member states assigned and on selected human rights issues. This requires the gathering and evaluation of data from a wide range of sources, legal research and analysis, and the drafting of reports for publication, pursuant to Commission approval.

Advises petitioners and member state Mission or Foreign Ministry staff on the application of petition procedures and other aspects of the Inter-American human rights system, and responds to all inquiries made by member states on matters related to human rights. The Specialist provides technical advisory services for other organs or agencies of the Organization, in relation to drafting and

implementation of juridical international instruments in the field of human rights.

Engages in promotional activities such as seminars and conferences on human rights issues.

Perform other job-related duties as required.

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

**Essential:** Juris Doctor or First University Degree (Bachelor) in Law, International Public Law or Human Rights issued by a duly accredited institution and 4 years of relevant experience in similar positions at the national and/or international level OR Advanced University Degree (Master) in one of the fields listed above and 2 years of relevant experience.

**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** – Proficient in English and Spanish (read, write and communicate). **Language proficiency examination will be required.**

**Desirable** – Working knowledge of French and/or Portuguese.

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

**The OAS is committed to achieving a diverse staff and therefore will take into account a wide geographic representation as well as gender equity and equality in the selection of candidates.**