



Organization of American States

Administrative Officer – P02

Grade:	P02
Type of Appointment:	Short Term - Series A
Duration of Contract:	6 months
Secretary/Department/Off.:	The Exec. Secretariat of the Inter-American Commission on Human Rights
Announcement Number:	ST-EO/98/13
Duty Station:	US - Washington D.C.
Job Family:	Administrative Units / Resource Management
Job Category:	Professionals and Higher Categories
Recruitment Type:	External
Employment Schedule:	Full time
Publication Date:	9/23/13
Closing Date:	10/7/13
# of Openings:	1

Basic Salary (net of taxes):

Basic with Dependents:	n/a
Basic without Dependents:	46,730.00

Post Adjustment (net of taxes):

With Dependents:	n/a
Without Dependents:	23,645.00

Description

DUTIES AND RESPONSIBILITIES:

This is an analytical-type, professional position designed to coordinate various aspects of a project and/or activities in the fulfillment of the mission of the Inter-American Commission on Human Rights, and is assigned all or part of the following responsibilities.

Administrative Responsibilities:

- Participate in, and provide assistance to, the bidding process (products and services) including but not limited to: coordinating actions with financial and human resources staff at the project level, with particular attention to the types and length of contracts, upcoming needs and cash flow.

- Provide input in the development of internal operational procedures and other aspects in line with the OAS financial and administrative rules and regulations.
- Provide support to projects and sub-projects which includes, but is not limited to: effectively coordinating actions relative to administrative and financial activities of the area of work; ensuring compliance and consistency in the application of OAS rules and procedures; taking the lead in the preparation and implementation of work programs; ensuring that financial and human resources are utilized in accordance with the budget and allocations; monitoring and reviewing work programs and budgets by conducting regular and *ad hoc* progress reviews; defining requirements and work systems and procedures for improving reporting and the cost effective utilization of resources.
- Compile background data and documents and, within the delegated authority, serve as focal point for assigned projects and sub-projects during audits with both the Office of the Inspector General and the external auditors during the annual reviews.
- Coordinate part of the work of, train and supervise staff in the performance of administrative/finance/budgetary/management operations and production of periodic financial statements and reports, correcting and adapting the analytical work of subordinate Professional staff.

Financial Responsibilities:

- Provide services and technical support in the formulation of program and project budgets to ensure the proper costing of activities. Review draft budgets prior to submission to the Project Evaluation Committee (PEC) or donors to ensure accuracy and compliance with current provisions, policies, rules and guidelines. Verify consistency of ORACLE structures at the project and program level based on budget and donor reporting requirements and review accuracy and recording of transactions to ensure compliance with the OAS Program Budget and donor agreements.
- Using ORACLE and/or other automated system, supervise part of the timely preparation of financial statements and the analysis of accounts by subordinates within the operation for which s/he is responsible. Review and analyses financial statements for accuracy, timeliness and completeness. Identify problem transactions and irregularities in related accounts, and initiate corrective action to resolve them. Present draft financial statements to supervisor to obtain certification from SAF prior to submission to external bodies of the organization and donors, all of which must be in compliance with financial and budgetary policies and procedures and must meet the requirements of the relevant agreement(s).
- Provide support to the development, installation, and implementation of new budgeting/accounting/management systems and other information technology systems. Participate in testing and assessing the efficiency, performance and enhancements of these systems.
- Monitor and keep up-to-date all financial and administrative actions related to the obligation of funds which includes but is not limited to: following-up on status and progresses, the availability of funds for assigned projects and corresponding awards, on the information regarding budget execution, as well as on all pertinent assigned financial records and files.

Other Responsibilities - Technical Assistance

- Monitor and follow-up on the implementation of commitments and agreements between the GS/OAS and Member States, Permanent Observers and donors, as related to technical support and financing of projects.
- Draft, review and edit documents, reports and presentations on projects, sub-projects and activities;
- Develop detailed budgets, work programs and financial planning documents, and draft proposals and reporting documents for donors in line with specific requirements and in accordance with OAS rules and procedures.
- Research and compile information related to the preparation of quarterly and *ad hoc* reports on projects and activities for the Permanent Council.
- Provide logistical support in organization of meetings, seminars and training courses.
- Coordinates part of the work of, the hiring process in the Secretariat by: identifying availability of funds for the creation of posts financed by specific funds; following of the regulations and procedures in accordance with the type of contracts; assuring compliance with the candidates minimum requirements for recruitment and selection purposes.
- Closely monitors the expiration of contracts in the Secretariat for a timely execution of the necessary administrative actions.
- Perform other related duties as assigned, including replacing and backstopping for others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: First University Degree (Bachelor's) in Accounting, Business Administration or other related field issued by a duly accredited institution and 4 years of relevant experience at the national and/or international level **OR** Advanced University Degree (Master's) in one of the fields listed above issued by a duly accredited institution 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 Spanish and English (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.

The only way to apply for this post is through the OAS system. Please visit
<http://ch.tbe.taleo.net/CH15/ats/careers/requisition.jsp?org=OAS2&cws=1&rid=304>
This link will work only as long as the vacancy is open for applications.