



**GENERAL SECRETARIAT OF THE
ORGANIZATION OF AMERICAN STATES**

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE AND GRADE : Executive Secretary D-2
TYPE OF APPOINTMENT : Trust
ORGANIZATIONAL UNIT : Inter-American Commission on Human Rights
DUTY STATION : Washington, D.C.
DATE OF PUBLICATION : 11/16/11
CLOSING DATE : 05/01/12

BASIC SALARY:

Starting: US\$ 111,950 (net of taxes) with dependents
US\$ 102,847 (net of taxes) without dependents

POST ADJUSTMENT:

Starting: US\$ 49,930 (net of taxes) with dependents
US\$ 45,870 (net of taxes) without dependents

BACKGROUND

The Inter-American Commission on Human Rights (IACHR), a principal organ of the OAS, is holding a competition for the position of Executive Secretary. The Executive Secretary is a staff member of the General Secretariat of the OAS (GS/OAS) and holds a trust position appointed by the Secretary General. As such, he/she is subject to the norms and regulations of the GS/OAS. This position reports to the IACHR, works in coordination with the Inter-American Commission and works at IACHR headquarters in Washington D.C.

DUTIES AND RESPONSIBILITIES:

The Executive Secretary shall be responsible for supporting the IACHR in the fulfillment of its mandate for the promotion and protection of human rights in the Americas. In particular, the Executive Secretary shall perform the following functions in concordance with Article 12 of the IACHR Rules of Procedure:

- to direct, plan, and coordinate the work of the Executive Secretariat and to coordinate the operational aspects of the tasks assigned to working groups and rapporteurships;
- to prepare, in consultation with the President, the draft program-budget of the Commission, which shall be governed by the budgetary provisions in force for the OAS, and with respect to which he or she shall report to the Commission;
- to prepare the draft work program for each session in consultation with the President;
- advise the President and members of the Commission in the performance of their duties;
- to present a written report to the Commission at the beginning of each period of sessions on the activities of the Secretariat since the preceding period of sessions, and on any general matters that may be of interest to the Commission; and
- to implement the decisions entrusted to him or her by the Commission or its President.

QUALIFICATIONS:

- **EDUCATION:** University degree in law or other relevant social science issued by a duly accredited institution. Advanced degree or other specialized studies in the area of international human rights law.
- **EXPERIENCE:** More than 15 years of relevant professional experience at the national and international level involving, *inter alia*, interaction with senior government officials, intergovernmental or nongovernmental organizations.
- **LANGUAGES:** Proficiency in at least two of the official languages of the OAS: English, French, Portuguese and Spanish. **Desirable:** Working knowledge of the other two languages of the OAS.

OTHER REQUIREMENTS:

- High moral character and independence to perform his/her duties.
- Thorough knowledge of the legal instruments, procedures and case-law of the IACHR and the jurisprudence of the Inter-American Court of Human Rights.
- Recognized competence and professional experience in issues relating to human rights in the Americas.
- Capacity to manage personnel and large professional organization.
- Experience in fundraising and management of resources.
- Excellent written and oral communication skills. Excellent analytical and interpretive skills. Ability to give public presentations to senior government officials, experts and representatives of nongovernmental human rights organizations, and the general public.
- Be national of a Member State of the OAS.

SELECTION PROCEDURE AND TIMING:

The process by which the Executive Secretary will be appointed shall follow the procedures according to Article 11 of the IACHR Rules of Procedure. The application period will run from the end of the 143 period of sessions to May 1, 2012. The names and backgrounds of candidates who are selected as finalists for the position will be published on the IACHR website for the information and comments of the Member States and of civil society. It is expected that the Secretary General of the OAS appoints the selected candidate in July 2012.

The person selected to fill the post of Executive Secretary of the Inter-American Commission on Human Rights will hold a D-2 position (position of trust). Services will be provided in Washington D.C., U.S.A., and will require frequent international travel.

Please send application and curriculum vitae to:

Inter-American Commission on Human Rights, OAS
1889 F Street NW, Washington D.C. 20006 U.S.A.
E-mail: cidhoea@oas.org
Fax: (202) 458-3992

Deadline for submission of candidacies is May 1, 2012.