



Organization of
American States

**General Secretariat - Organization of American States
Summits of the Americas Secretariat**

**Call for Resumes
SOCIAL ACTOR CONSULTANT**

Type of Contract: Consultant

Organizational Unit: Summits of the Americas Secretariat

Start Date: August 1, 2014

Duration: 3 months (possibility of 7 month extension)

Remuneration: US\$3,700.00 per month

Place: Washington, DC.

Purpose and Work Methods

Under provisions of this product-based contract the consultant will contribute to the ongoing development and implementation of activities to facilitate and promote the participation of social actors in the Summits process. This will also include engaging with, *inter-alia*: civil society organizations, youth, afro-descendants, think tanks, academics, and labor actors, and the JSWG institutions as well as other OAS Departments. Furthermore, the consultant will contribute, in coordination with the SAS team and other counterparts, to widely promote and facilitate the use of the SVC tools and e-participation mechanisms.

Within the overall objective of enhancing social actors' participation in the Summits process, the consultant is also expected to assist in promoting, planning and carrying out face-to-face activities with social actors as part of their contribution to the follow-up and implementation processes of previous Summit mandates.

Deliverables

A. Summits Virtual Community

- Manage content for the Summits of the Americas Virtual Community (SVC), in English and Spanish, including the development and planning of individual forums and discussion groups;

- Report on the achievement of SVC key goals, implementation of technical requirements, and success measurements, including poll results and other mechanisms; Liaise with OAS departments and develop work plans for the implementation of virtual fora in support of OAS technical areas;
- Provide training and orientation to OAS areas partnering with the SAS in the use of the SVC, including moderators and other support staff;
- Provide summary reports of Summit-related forums for presentation to the Summit Implementation Review Group (SIRG) and the General Secretariat, as required;
- Assist in the drafting of contracts for virtual forum moderators;
- Provide summary reports on training sessions on the SVC to target audiences, including the OAS General Secretariat;
- Draft reports for donors and administrative units of the OAS providing information regarding the implementation of the SVC and the use of related financial and human resources;
- Assist in drafting articles for Summits promotional communications for the Summit process, as they relate to the SVC.
- Monitor the SVC for comments sent during OAS roundtables, policy dialogues, and other consultations;
- Review and provide feedback to SVC moderators on drafts of virtual forum final reports;
- Update information and provide content for the Summit of the Americas website related to Social Actors;
- Draft content for updates to the Social Actors tab;
- Update content and information for the Summits Virtual Community, including uploading relevant materials, updating the calendar of activities and the use of other functions.

B. Social Media

- Coordinate the presence of the Summit Secretariat on social media tools;
- Develop, modify and implement a social media strategy for the Summit Secretariat, within the guidelines established by the OAS General Secretariat;
- Summary report on the results of activities of twitter account (@SummitAmericas) and two Facebook pages of the Summit Secretariat.

C. Social Actors

- Support social actors' face-to-face participation in the Summits Process;
- Draft relevant documents (i.e. agenda, information bulletin, guidelines, website content etc) for consultations with social actors;
- Draft inputs to speeches and presentations on Social Actor participation in the Summits process;
- Report on results of meetings, including drafting the recommendations document and summaries of policy roundtable results;
- Provide administrative and logistical support to the social actors meetings in the follow-up and implementation of Sixth Summit commitments and in preparation for the Seventh Summit of the Americas including preparing requisitions in ORACLE, processing payments, etc;

- Draft communications for donors on results of activities aimed at generating social actor participation in the SoA Process as well as to social actors, OAS Member States, GS/OAS areas, and other Summit Stakeholders;
- Support SAS engagement in GS/OAS inter-departmental coordination activities, specifically on themes related to social actors in the Summits' related processes.
 - Draft agenda and meeting summary report of meetings of OAS Inter-departmental coordination group in regards to Seventh Summit preparations.

D. Other

- Provide overall assistance and support to the Summits of the Americas Secretariat in promoting and supporting the Summits of the Americas process, including general support to activities related to the SIRG;
- Other duties as assigned by immediate supervisor.

REQUIREMENTS:

- Bachelor's Degree in International Relations or other Social Sciences;
- At least three (3) years of experience;
- Proficient in English, and Spanish;
- Knowledge in website development;
- Detail oriented and excellent communication and organizational skills;
- Ability to work under pressure managing different topics and programs at the same time.

APPLICATION:

- Cover, letter, updated CV, copy of diplomas and any relevant certificates which would support the application;
- A list of three references including contact information;
- Top candidates will be interviewed and may be asked to produce a written work.

Please email application to the Summits of the Americas Secretariat, Jennifer Molina (jmolina@oas.org). Applications will be received until **July 7, 2014**.