

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

**Executive Secretariat on the Inter-American Commission on Human Rights**

**Call for Resumes**

**Technical Consultant**

Appointment Type:	Consultancy
Organizational unit:	Inter-American Commission on Human Rights
Duty station:	Washington, D.C.
Remuneration:	\$4,400/month
Application Period:	Until November 25th, 2017
Begin date:	January 1, 2018
End date:	April 30, 2018

**DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Executive Secretary of the Inter-American Commission on Human Rights (IACHR), and under the direct coordination of the corresponding Specialist, the Human Rights lawyer – technical consultant will be responsible for the following duties:

1. Prepare memos, presentations and other documents needed for hearings, working meetings, and periods of session, visits of the IACHR.
2. Prepare, process and keep register and control of the communications sent and received regarding all the mechanisms of the Assistant Executive Secretariat for Monitoring, Promotion and Technical Cooperation on Human Rights of the IACHR.
3. Collect the data and systematize information periodically.
4. Keep register of the Assistant Executive Secretariat for Monitoring, Promotion and Technical Cooperation on Human Rights meetings.
5. Support the organization of expert meetings, trainings and promotional activities of the IACHR.
6. Support the organization of visits of the IACHR.
7. Support the preparation of thematic and country reports.
8. Prepare notes of working meetings, events and promotional activities, hearings and others.
9. Systematize information of the Assistant Executive Secretariat for Monitoring, Promotion and Technical Cooperation on Human Rights for the Report of the Executive Secretary and the Annual Report of the IACHR.

10. Prepare documents with information for the update of the webpage related to the Assistant Executive Secretariat for Monitoring, Promotion and Technical Cooperation on Human Rights.
11. Maintain ongoing communication with the direct supervisor of the Assistant Executive Secretariat for Monitoring, Promotion and Technical Cooperation on Human Rights and other IACHR Executive Secretariat sections.
12. Perform other related duties as assigned, including replacing and supporting others.

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

**Essential:** Juris Doctor or First University Degree (Bachelor's) in law issued by a duly accredited institution **AND** at least three years of relevant experience in similar positions at the national, regional and/or international level. Knowledge of the principles and theories of international public law and human rights law.

**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, Power Point and Excel), and other software applicable to the area of work.

**LANGUAGES:**

**Essential** – Fluency 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.

**REQUIRED DOCUMENTS:**

- Letter of interest (cover letter from the interested person)
- Three academic and/or employment references)
- Curriculum vitae
- A list of any relevant publications
- Copy of law degree

Please submit the above required documents to [CIDH\\_CPR@oas.org](mailto:CIDH_CPR@oas.org) and indicate the title of the consultancy for which you are applying in the subject line (**TECHNICAL CONSULTANT**)

**DEADLINE TO SUBMIT IS: 11:59 PM **Saturday, November 25, 2017**.**