

GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES

Executive Secretariat on the Inter-American Commission on Human Rights

Call for Resumes

Administrative Consultant

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| Appointment Type: | Consultancy |
| Organizational unit: | Inter-American Commission on Human Rights |
| Duty station: | Washington, D.C. |
| Remuneration: | \$3,500/month |
| Application Period: | From September 29, 2017 to October 13, 2017 |
| Begin date: | November 1, 2017 |
| End date: | February 28, 2018 |

Duties and responsibilities:

As assigned by the Human Rights Specialist or under their direction, performs the following functions:

- Type in its final form correspondence, reports, memos, e-mails, facsimiles, etc. to follow up and implement all legal actions related with cases of countries assigned. The correspondence pertaining to cases and urgent measures must be processed in a very careful and timely fashion in order to ensure compliance with deadlines and avoid mistakes.
- Upload and keep updated all the information regarding the cases and precautionary and provisional measures before the Commission and the Inter-American Court of Human Rights with respect to the countries assigned; this is to be done in accordance with the guidelines provided for each procedural stage of the IACHR and the Court.
- Organize and update corresponding files. Maintain and/or ensure that the area of work filing system is maintained on a regular basis and in a timely manner, ensuring that all technical documents are available; controlling access to confidential documents, and obtaining relevant documents as required.
- Request information from other various areas of work within and outside the Secretariat/ Department, programs, and agencies and institutions to facilitate action independently or as instructed.
- Perform other related duties as assigned, including replacing and backstopping for others.

Qualifications:

Education & Experience: Essential – High school or technical/commercial training and five years of relevant experience in administrative operations and/or secretarial work **OR** advanced training and three years of relevant experience.

Computer Skills: Essential – Ability to effectively work using Microsoft Office (e.g. Outlook, Word, and Excel, and other software applicable to the area of work). **Desirable** – Experience working with document management systems and software.

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.

Other requirements:

1. Basic knowledge of or the ability to learn the IACHR/Court procedures.
2. Knowledge of or the ability to learn OAS administrative practices and procedures.
3. Skill in use of database and word processing systems.
4. Ability to set priorities, manage time, and organize work.
5. Ability to work under pressure.
6. Ability to maintain good relations with supervisors and co-workers.

REQUIRED DOCUMENTS:

- Letter of interest (cover letter from the interested person)
- Three employment references
- Curriculum vitae

Please submit the above required documents to CIDH_CPR@oas.org and indicate the title of the consultancy for which you are applying in the subject line (**ADMINISTRATIVE CONSULTANT for the PROCESSING UNIT**)

DEADLINE TO SUBMIT IS: 11:59 PM Wednesday, October 13, 2017.