**Type of Appointment:** Consultancy  
**Organizational Unit:** Executive Secretariat of the Inter-American Commission on Human Rights  
**Start Date:** May 1, 2018  
**Duration:** 4 months, possibility of extension depending on availability of funds  
**Consulting Fee:** $4,400/month  
**Duty Station:** Washington, DC  
**Description:** Human Rights Lawyer-Consultant

**Duties and Responsibilities:**

- Within delegated authority, implement the individual petition system governed by the inter-American human rights instruments, initially assessing the admissibility of complaints received.  
- Participate in the preparation of draft admissibility and inadmissibility reports for the IACHR consideration.  
- Maintain ongoing communication with other IACHR Executive Secretariat sections and outside actors.  
- Perform other related duties as assigned, including replacing and supporting others.

**Education and Experience:**

**Essential:**

- Juris Doctor or First University Degree (Bachelor’s) in law, international public law or human rights issued by a duly accredited institution  
- One year of relevant experience in similar positions at the national and/or international level.  
- Knowledge of international legal standards related to human rights and international human rights law.

**Desirable:** Experience or knowledge of 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

**Applications:** Please submit current CV, including three academic and/or employment references, a list of any relevant publications, and a letter of interest detailing qualifications and interest in the consultancy. Please, submit your application to CIDH_CPR@oas.org and indicate the title of the consultancy for which you are applying in the subject line (HUMAN RIGHTS PROFESSIONAL-CONSULTANT for the ADMISSIBILITY SECTION)

**DEADLINE TO SUBMIT IS:** Sunday, April 8, 2018