



Organization of
American States

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

CONSULTANT IN COMMUNICATIONS AND WEB MANAGEMENT

Type of Contract: Product Based Consultant

Organizational Unit: Summits of the Americas Secretariat

Start Date: July 16, 2018

Duration: 4 months (possibility of renewal dependent upon performance and availability of funds)

Remuneration: Commensurate with experience and education

Duty Station: Washington, DC.

Deadline for Applications: July 11th, 2018

Description

The Summits of the Americas Secretariat, under the auspices of the OAS, acts as the institutional memory and Technical Secretariat to the Summit process, supports the countries in Summit follow-up and in preparation for future summits, coordinates the support of the OAS in the implementation of Summit mandates, and chairs the Joint Summit Working Group, which brings together international and Inter-American agencies.

The consultant will report to the Senior Specialist of the Summits of the Americas Secretariat (SAS) of the Secretary for Hemispheric Affairs (SHA) for the duration of the contract.

Under the provisions of this product-based contract the consultant will support the Summits of the Americas Secretariat areas in the following manner:

1. Maintain the online presence of the Summits of the Americas Secretariat (SAS) and provide regular design and content updates to the website.
2. Research, write, edit, design and format bi-monthly electronic bulletins and prepare other publications.
3. Collaborate in the development and execution of a communication strategy in follow-up to the Eighth Summit of the Americas.
4. Continue to expand the SAS social media footprint through engagement in Facebook, Twitter and other channels.
5. Administer and manage the operation of the Summits Virtual Community (SVC).

Responsibilities:

- Leads the re-design and development of the Summits of the Americas Website, consisting of a comprehensive range of webpages sites upon which the SAS relies for uninterrupted operation. Assist in the development and implementation, in coordination with SAS staff, of overall policies and procedures for online structure, format, and usage, and promote participation in and use of web activities.
- Under the supervision of the Senior Specialist collaborate, in the development and implementation of the communication strategy in follow-up to the Eighth Summit of the Americas to present information about Summit activities to stakeholders and participants.
- Responsible for researching, writing, editing, and designing of electronic bulletins and related materials of the SAS including the bi-monthly "Did You Know...?" and manage their dissemination and related correspondence. Guide and assist external contributors with editorial and publishing-related issues, as appropriate. The news brief highlights summit mandate implementation and increases public awareness of the Summits Process.
- Engage through social media (Facebook, Twitter, Instagram, etc.) with online audiences so as to promote the Summits of the Americas.
- Administer the operation of the Summits Virtual Community (SVC), an online space for Summits stakeholders and OAS Member States. The SVC provides an open discussion on the progress made and the challenges in regards to implementing the mandates and commitments of the Summits of the Americas. This community has been created using Drupal Technology.
- Provide technical support in regular and special meetings held at, and outside Headquarters.
- Prepare and deliver briefing materials, presentations and publications on the Summits Process that reflect the work of the SAS.
- Respond to a variety of inquiries and information requests internally and externally; prepare related correspondence.

• Coordination and Supervision of the Press and Communications Department

The Consultant will work at all times in coordination with the Press and Communications Department and following its policies and guidelines.

All press and/or communications content (including, among others but not limited to, informative bulletins, messages in social media, content for webpages, presence events, promotional materials) produced by the consultant must be approved from the communications point of view by the Press and Communications Department before publication or diffusion.

The Press and Communications Department will be able to call upon the consultant for work not strictly related with the contracting Department or Secretariat when the needs of the Organization require, and for work exclusively related to his/her abilities and professional experience.

- **Coordination and supervision with the Department of Information and Technology Services (DOITS)**

The consultant must respect and utilize the platform and development standards that the SG/OAS utilizes. The work executed by the consultant shall be reviewed by the Informational Security Area prior to publishing. The Department of Information and Technology Services will provide the consultant with all necessary assistance in order to ensure smooth operation of the website and related content. Any work products produced outside of these parameters will not be authorized nor published using the SG/OAS technology infrastructure.

Requirements:

The consultant must have demonstrable knowledge and experience in the management of ICT and exceptional communication skills both oral and written in English and Spanish.

- Advanced university degree in computer science or other related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.
- At least 2 years of relevant experience in International and/or Multilateral Organizations and 3 years of experience with progressive responsibility related to website design, and development. Specialized training in Web Design and Development, HTML, Java, CSS, Share Point/Front Page, WordPress and Drupal. Graphic design knowledge and experience in Adobe Photoshop and In Design.
- Experience or knowledge of OAS mandates and priorities as related to the Summits of the Americas and the Inter-American System or willingness to learn
- Basic knowledge of Drupal in the management of the Summits Virtual Community. Ability to adapt and be innovative as new communications challenges arise.
- Understanding of the OAS information infrastructure and IT strategy as it relates to user area.
- Desirable: Working knowledge of French and/or Portuguese
- Proficient in Microsoft Office (Outlook, Word, Publisher, PowerPoint and Excel).

Application:

- A letter of interest detailing requisite qualifications and interest in the consultancy.
- An updated resume
- Academic and/or employment references.
- Please send the completed application (cover letter, resume, and references) via email to SUMMIT-info@oas.org by July 11, 2018.
- Candidates may be invited to an interview.