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

**CONSULTANT IN POLICY ANALYSIS**

**Type of Contract:** Product Based Consultant

**Organizational Unit:** Summits of the Americas Secretariat

**Start Date:** November 1, 2019

**Duration:** 1 month (possibility of renewal dependent upon performance and availability of funds)

**Remuneration:** \$4,000 - \$4,500 Commensurate with experience and education

**Duty Station:** Washington, DC.

**Deadline for Applications:** October 15, 2019

The Summits of the Americas are institutionalized gatherings of the heads of state and government of the Western Hemisphere where leaders discuss common policy issues, affirm shared values and commit to concerted actions at the national and regional level to address continuing and new challenges faced in the Americas. The Summits of the Americas Secretariat forms part of the institutional mechanisms of the Summits of the Americas Process and provides support in the areas of planning, implementation, outreach, and follow up of Summit mandates.

The policy analyst will provide assistance to the Summit Implementation Review Group (SIRG) as well as work closely with the others areas within the Summits Secretariat. The SIRG is the core management body of the Summits Process and is comprised of government officials of the countries of the Hemisphere, which are represented in the SIRG by their appointed National Coordinators.

**Requirements:**

The consultant must have demonstrable knowledge and experience in statistical analysis and policy management, exceptional communication skills both oral and written in English and Spanish.

- Bachelor degree in Public Policy or related field and 4 years of relevant experience in International and/or Multilateral Organizations including 2+ years of experience with regional mandates related corruption and democratic governance.

OR Master's Degree in Public Policy or related field and 2 years of relevant experience in International and/or Multilateral Organizations including 2+ years of experience with regional mandates related corruption and democratic governance.

- Experience participating in high level negotiations and drafting of regional resolutions.
- Knowledge of logistical support in the preparation and execution of high level regional meetings.
- Familiarity with the interaction of governments and social actors in the development of anti-corruption policies.
- Ability to develop regional indicators and statistical analysis of data for the formulation of reports.
- Experience designing and edit publications and digital publications for external dissemination
- 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](mailto:SUMMIT-info@oas.org) by **October 15, 2019**.
- Candidate may be invited to an interview.