Type of Contract: Consultant (1 position available)
Estimated start date: Mar 2024
Duration: 12 months, possibility of extension depending on availability of funds
Remuneration: Approximately US$7,500/month
Location: DC based, with extensive travel throughout the LAC region

BACKGROUND

The Secretariat for Multidimensional Security (SMS) of the General Secretariat of the Organization of the American States (GS/OAS) promotes and coordinates cooperation among the OAS member states and between them, the Inter-American system and other bodies in the international system, in order to access, prevent, confront, and respond effectively to threats to security. As a dependency of SMS, the Secretariat of the Inter-American Committee against Terrorism (CICTE) assists OAS member states in their efforts to prevent and counter all forms of terrorism.

CICTE’s non-proliferation and disarmament program, specifically through its 1540 Hemispheric Coordinator, supports Member States in drafting their 1540 national action plans; updating their legal frameworks; and strengthening their capacities to prevent and counter the illicit use of nuclear, chemical and biological materials and related technologies.

DUTIES AND RESPONSIBILITIES

CICTE is currently focusing efforts to establish and/or strengthen biosecurity measures in the region, including around the use high-consequence pathogens and synthetic biological materials, and to enhance/advance strategic trade controls of dual-use materials. CICTE also will continue efforts to support full implementation of UNSCR 1540, including implementation of chemical security measures, throughout the Americas.

CICTE therefore seeks a consultant to support execution of these diverse but related efforts in both English- and Spanish-speaking member states. The consultant selected will have extensive work experience in the fields of biosecurity, chemical security and/or 1540. Specifically, the consultant will be responsible for:

1. Designing and implementing capacity-building programs, including creating the content of training workshops and technical exercises; identifying and hiring expert speakers; coordinating logistics and scheduling (for in-person and/or virtual events); and conducting any necessary follow-up activities.

2. Drafting written outputs required for successful project implementation, including technical documents, work plans, narrative reports, presentations, speeches, project proposals and related correspondence.
3. Liaising and maintaining regular communication with authorities/officials of OAS Member States, as well as with technical experts and other relevant stakeholders as needed to ensure successful program implementation.

4. Supporting financial and operational aspects of program implementation, including preparing budgets and financial reports; purchasing equipment and supplies; organizing travel, etc.

5. Representing CICTE as needed during national, regional and/or international events (virtual and/or in person) to speak in an expert capacity, to strengthen cooperation and coordination with partners and/or to facilitate the exchange of information and lessons learned with diverse stakeholders.

6. Carrying out any other related activities that may be required to support successful program implementation.

**REQUIREMENTS:**

**Essential:**
- Bachelor’s degree in the life sciences field from an accredited college or university.
- More than 10 years of experience in the fields of non-proliferation of chemical and biological weapons (including chemical and biological security), implementation of UNSCR 1540 and strategic trade controls of dual use items in the Latin American and Caribbean region.
- Experience in designing and/or implementing training courses for technical and political audiences.
- Strong project management skills.
- Fluency in English and Spanish.
- Excellent oral and written communication skills.
- Ability to work in a multicultural, fast-paced setting.
- Ability to work effectively with Microsoft Office.
- Ability to work effectively with Project Management Platforms (Monday, Microsoft teams).
- Ability to work effectively with virtual platforms for meeting and events: Zoom, Cisco Webex, Microsoft Teams and Gotomeeting.
- Ability to meet deadlines consistently.
- Ability to travel extensively throughout the region.

**Desirable:**
- Advanced degree (Masters or PhD)
- Familiarity with the workings of the OAS, its processes and procedures, including Oracle financial management

**TO APPLY:**

Please submit
- A cover letter;
- An updated CV;
- Copy of academic certificates.
Please send the documents by email to cicte@oas.org with the subject “CICTE Consultant - biosecurity”

Applications will be received until **December 16, 2024** at 5:30 PM U.S. Eastern time.

The GS/OAS embraces equality, diversity and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will take into account a wide geographic representation, as well as gender equity and equality, in the selection of candidates.