



GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES (OAS)
Secretariat for Access to Rights and Equity
Department of Social Inclusion

Type of Contract: Consultant

Start date: March 1, 2024

Duration: 6 months (option to renew for up to 24 months, subject to funds availability, project extension and satisfactory performance)

Remuneration: Approx. \$6,500/mth (Commensurate with experience & product-based remuneration)

BACKGROUND

This consultancy opportunity is established in support of the Department of Social Inclusion's Capacity building initiatives. The Department of Social Inclusion supports the efforts of Member States in formulating strategies to combat inequality and promote social inclusion through initiatives that seek to break structural barriers in access to opportunities, promote public policies that generate social inclusion and raise living conditions of various groups that are in situations of vulnerability.

DUTIES AND RESPONSIBILITIES

The consultant will support the technical coordination and administrative/financial implementation of programs, projects, and activities such as projects in Haiti related to Social Inclusion at the national, sub-regional and regional levels. Specifically, support various projects/activities, research, compile and analyze relevant information; prepare proposals, work plans, budgets and financial and narrative reports and provide administrative/logistical support.

JOB FUNCTIONS AND RESPONSIBILITIES

- Participate in technical and financial coordination meetings with the Administrative and Financial Officer, the project team, and other relevant OAS staff as required, to assure the technical, administrative, and financial actions are completed in compliance with project deliverables.
- Support the technical and financial implementation, reporting, monitoring and evaluation in line with project deliverables.
- Prepare financial and accounting actions (requisitions) submitted and follow-up upon (or as per project needs) within the Departments.
- Oversee subgrants and disbursements as necessary within project description.
- With the supervision of the Administrative and Financial Officer, draft and prepare financial reports to donors as well as internal financial reports to Project Managers for planning and execution purposes.

- Preparation of financial budgets & payments for activities and their follow-up for execution, making sure accounts have their process to properly close.
- Assisting with preparation of TORs to process contracts for consultants in RBCS.
- Monitoring the reception of contributions in the OAS Financial Portal and sending tickets to allocate funds to the Summits Secretariat accounts, as well as prepare thank you notes for donor.
- Preparation of financial information and actions to request donors' reimbursement of funds.
- Preparing and following up with ITC forms and requested forms (EARS and Credit card forms and approvals) to process payments related to the acquisition of equipment and software.
- Point of contact with the different OAS Departments when action necessary, including contacting them to make credit card reconciliations and process payments.
- Assisting with the processing of new CPRs and point of contact (when required) to the OAS Visa Unit, Human Resources, and other internal Departments.
- Monthly or product-based payments processed for consultants and regular operation payments as well as a Monthly report of Account Balances, expenditures, and obligations submitted to the Director.
- Liaise with OAS travel agency to make travel reservations for participants, experts, counterparts, and other relevant parties, as OAS National Offices, in relation to the coordination and execution of the aforementioned activities and on-the-ground logistics.

The Consultant will be supervised by the Administrative and Financial Officer and should refer to him to clarify and validate the expected results of this consultancy. In delivering the products, the Consultant will follow administrative and financial regulations of the OAS General Secretariat.

QUALIFICATIONS AND EXPERIENCE

Essential:

- First University Degree (Bachelor's) in business administration, public administration, economic studies, or social sciences and at least five (5) years of experience in Social Inclusion related work OR Advanced University Degree (Master's) in one of the fields listed above and 2 years of relevant experience.
- Experience in Project Monitoring, Administration and Management, Donor and Stakeholder Relations, Report Writing.
- Experience working on social inclusion, social development, equity and vulnerable groups related issues at the international level.
- Experience in multilateral institutions and working with public sector, private sector, civil society organizations, and other stakeholders.
- Fluent in English and Spanish.
- Strong oral and written communication skills.
- Ability to work in teams and deliver results in the short term.
- Ability to work effectively with Microsoft Office and other applicable software

Desirable:

- Knowledge of Portuguese and/or French is desired.
- Knowledge of the Inter-American system

APPLICATION

- A cover letter;
- An updated CV;
- A document with hyperlinks to publications and other documents that prove the fulfillment of the requirements.

**Please send the documents by email to dis@oas.org with the subject “Consultant - DSI”
Applications will be received until February 24, 2024.**

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.