Type of contract: Consultant (Coordinated Border Management)
Location: OAS Headquarters (Washington, DC)
Duration: 12 months (extension possible subject to availability of funding)
Estimated start date: October 1, 2024
Remuneration: US$5,000-$5500 commensurate with experience
Consultancy Opportunity number: CFR/12/24

BACKGROUND:

This consultancy opportunity will support the Coordinated Border Management Section of the Secretariat of the Inter-American Committee against Terrorism (CICTE) of the Organization of the American States (OAS) under the supervision of the CICTE Executive Secretary.

Duties and Responsibilities:

The consultant will support the Section Chief by providing administrative, budgetary and logistical support for the planning, implementation and follow-up of the coordinated border management section’s activities throughout the Americas. Programmatic areas include management of land/air/sea borders and vulnerable target protection.

Specifically, the consultant will:

- Support the organization of technical assessment missions, capacity-building workshops, roundtables, and seminars by creating content for training activities; identifying expert speakers; coordinating travel logistics; etc.

- Conduct research as necessary and draft a variety of written outputs, such as correspondence, agendas, narrative reports, work plans, project proposals, presentations, speeches, technical briefings, meeting minutes, memos and any other document required for successful project implementation.

- Communicate (orally and in writing) regularly with relevant national authorities in Member States, key partner institutions, and the donor community to facilitate implementation of and support for project activities.

- Support project-related financial management, including by preparing requisitions/purchase orders as needed and by liaising with appropriate finance/budget/procurement personnel.
• Contribute to project-related communication and outreach initiatives.

• Represent CICTE at related events when requested and perform other duties consistent with level of responsibility to ensure full program implementation.

REQUIREMENTS:

Essential:
• University-level degree in political science, economic studies, business administration, security studies, international relations or social sciences.
• 1-4 years of experience, including project management experience.
• 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.
• Willingness to travel throughout the region.

Desirable:
• Familiarity with the work of the OAS and multilateral institutions, including experience implementing OAS technical assistance programs.
• Ability to work effectively with ORACLE.

TO APPLY:

Please submit:

• A cover letter
• A current resume / Curriculum Vitae
• Copy of academic certificates

Documents must be sent by email to cicte@oas.org with the subject “Project Consultant: Coordinated Border Management”.

Applications will be accepted until August 15th, 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 consider a wide geographic representation, as well as gender equity and equality, in the selection of candidates.