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 in the planning, coordination, 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.

The consultant will primarily oversee related financial and budgetary aspects of program implementation, including preparing draft budgets, financial reports and purchase orders, and managing and/or liaising as appropriate with internal authorities regarding procurement, accounts payable and accounts receivable procedures. The consultant will also support project monitoring and evaluation activities.

In addition, 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 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.

Type of contract: Budget consultant (coordinated border management)
Location: OAS Headquarters (Washington, DC)
Duration: 12 months (extension possible subject to availability of funding)
Estimated start date: September 1, 2024
Remuneration: approximately $5,500-6,000/month, commensurate with experience
Consultancy Opportunity number: CFR/13/24
• Communicate regularly with relevant national authorities in Member States, key partner institutions, and the donor community to facilitate implementation of and support for project activities.

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

**REQUIREMENTS:**

**Essential:**

• University-level degree in political science, economic studies, security studies, international relations or social sciences.
• 3-5 years of 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
• An updated resume or CV
• Copy of academic certificates

Documents must be sent by email to cicte@oas.org with the subject “Budget 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.