



GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES

Secretariat for Administration and Finance (SAF)
Department of Information and Technology Services (DOITS)

CALL FOR RESUME

Type of contract: Consultant

Field: Web Developer

Location: Washington, DC

Start date: TBD, 2025

Duration: Up to 24 months

Deadline for Application: March 24, 2025

Consultancy opportunity number: CFR/14/25

Remuneration Range: Based on experience, education, and skills

The Department of Information and Technology Services is responsible for managing all Systems and Technology infrastructure resources and personnel, including all matters related to the plans, policies, procedures and standards governing the utilization of technology resources and management of information technology services of the General Secretariat of the OAS.

Candidates responsible for the design, development, testing, deployment, support, maintenance and documentation of Internet/Intranet database driven web applications and application systems using client-side and server-side architecture, with Microsoft SQL Server, comprising of ASP.NET C# development for server-side and different other modern technologies for client-side and Content Management Systems.

The role will be responsible for designing, coding and modifying our current online applications, from layout to function and according to a client's specifications, as well as developing and implementing usability testing process to ensure that new website applications meet our organization's requirements.

DUTIES AND ACCOUNTABILITIES

- Experience in planning and delivering software platforms used across multiple products and organizational units.
- Strong understanding of UI, cross-browser compatibility, general web functions and standards.

- Strong knowledge of UX design experience and promote usability best practices.
- Deep expertise and hands on experience with Web Applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's.
- Deep functional knowledge or hands on design experience with Web Services (REST, SOAP, etc.)
- Strong grasp of security principles and how they apply to WCM applications.
- Writes programs (code) to create or modify information systems that are appropriate for users' needs and consistent with the overall design of the organization's information systems architecture.
- Competent to work at the highest technical level of all phases of WCM applications systems analysis and programming activities.
- Write functional requirement documents and specifications.
- Prepares detailed specifications from which WCM Sites will be created.
- Responsible for program design, coding, testing, debugging, and documentation.
- Applies subject matter knowledge in User Interface Design; requires capacity to apply skills/knowledge within the context of specific needs or requirements.
- Ensures that Web Development and modifications designed are in compliance with OAS IT standards and procedures.
- Develop functional user-friendly and appealing web- and mobile-based applications based on usability.
- Stay up to date on emerging development technologies and frameworks.

REQUIREMENTS

Essential:

- **Education:**
 - BS level degree in Computer Science, Engineering or related field, or certification from a technical education institution.
- **Language requirements:**
 - Excellent oral, writing and communication skills in English and Spanish. Knowledge of Portuguese and French desirable.
- **Professional experience:**
 - 4+ years of experience of design, development, and implementation of web-based applications, Server-Side and Client-Side.
 - 4+ years of experience of web site coding using Server-side technologies like Microsoft SQL Server, ASP.NET, .NET, C#, and Client-Side technologies like HTML, CSS, AJAX, JavaScript, JQuery.
 - 3+ years of experience with Microsoft SQL Server (SQL Scripts).
 - Strong knowledge of SQL, Database design, Object-Oriented Programming.
 - Possesses competent skills in design, development, documentation, debugging and support of web applications and user interfaces.
 - In depth functional knowledge or hands on design experience with Web Services.
 - Collaborate with other team members, and stakeholders.
 - Completing project deliverables on project timelines.
 - Demonstrating solid organization and communication skills.
 - Problem solver, attention to details, fast learner, self-motivated.
 - Experience in development and support of DNN Evoq CMS platform, including use of third-party modules.

Desirable:

- Expertise in any of the following: SharePoint, Web Services, Telerik, K2.
- Understanding code versioning and source code management tools such as git.

SUBMISSION OF APPLICATIONS:

Interested candidates should send their CV and cover letter (no more than 250 words) with the subject “Web Developer” to DOITS-CV@oas.org

No phone inquiries accepted. Only shortlisted candidates will be contacted.

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.