



Organization of
American States

**GENERAL SECRETARIAT OF THE
ORGANIZATION OF AMERICAN STATES**

CALL FOR RESUMES

Title and grade: Senior Drug Abuse Control Specialist – P05
Duration of appointment: One year
Organizational unit: Executive Secretariat of the Inter-American Drug Abuse Control
Commission (CICAD)
Duty station: Washington, D.C.
External Opportunity N° **EO/01/12**
Publication date: 01/18/12
Closing date: 02/17/12

BASIC SALARY:

Starting: US\$ 80,629.00 (net of taxes)

POST ADJUSTMENT:

Starting: US\$ 35,961.00 (net of taxes)

DUTIES AND RESPONSIBILITIES:

- Advise the Executive Secretary of CICAD, the Secretary and members of the GS/OAS on progress, and gaps on the development and implementation of projects and activities, establishing and/or recommending work plans and operational policies and procedures in furtherance of an optimal utilization of technical, human and financial resources and their implementation, as well as the focalization of partnerships for development actions and cooperation in line with the OAS mandate, priorities and objectives.
- Lead, manage and oversee the development and delivery of activities, programs and services in the area of drug demand reduction through cooperation programs and horizontal cooperation initiatives, and within delegated authority approving expenditures for the area of work, assigning personnel and evaluating the quality of activities administered by the Executive Secretariat.
- Oversee the planning, development and structuring of cooperation activities, programs and projects at country level; identifying development needs, utilizing best practices; defining services, vetting and negotiating programs and/or projects and suppliers.
- Establish and promote concepts and instruments of horizontal cooperation in the area of drug demand reduction through the design and implementation of projects among Member States, and ensuring proactive collaboration between the area of work, other OAS Departments, Member States and executing agencies; identifying and solving problems based on experience and lesson learned.

- Consult with governmental and other entities, and OAS and institutional counterparts on priorities, needs and interests in the area of capacity building, project objectives and components, and expected results; participating in fundraising activities; approving the use of funds and monitoring proper execution of projects; and evaluating and reporting on the quality and effectiveness of projects and activities.
- Ensure the systematic collection and dissemination of information on the Executive Secretariat programs and projects with emphasis on successful experiences and results, promoting effective exchange of experience/knowledge among regional and international institutions, agencies and other involved and/or prospective partners, including recommending, proposing policies and procedures to the Secretary; deciding on implementation, and participating in regional and international technical meetings on subjects and issues in the area of competence of the Department; and, as required, representing the GS/OAS at meetings and conferences.
- Supervises, both substantively and administratively, assuring proper application of CICAD policy and OAS rules and regulations, professional and support staff guiding, advising and motivating them, providing performance feedback to ensure proactive contribution and participation in the Secretariat activities, reviewing candidatures and recommending appropriate candidates for selection.
- As applicable, coordinate the organization of meetings of institutional counterparts, planning, carrying out and evaluating analytical work, preparing and/or overseeing the preparation and approving project documents, reports, conceptual analysis documents, papers and publications for wide dissemination; as well as developing and/or overseeing the preparation of analytical and technical briefings, talking points, presentations and other documents for review by Executive Secretary, and submission to other bodies, the Assistant Secretary General and the Secretary General; and the preparation of technical reports and input for meetings, together with the creation, maintenance and updating of briefing and information materials on projects and their implementation.
- Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: First University Degree (Bachelor's) in social sciences, public administration, health sciences or a related field and 15 years of relevant experience in drug abuse prevention, treatment and rehabilitation **OR** Advanced University Degree (Master's) in one of the fields listed above and 10 years of relevant experience **OR** Doctorate and 6 years of relevant experience. Managerial experience is required.

Desirable: Experience or knowledge of the OAS mandates and priorities as related to the area of work and/or the dynamics of the Inter-American agenda and system.

COMPUTER SKILLS: Ability to effectively work using Microsoft Office (e.g. Outlook, Word, Excel, PowerPoint, and other applications such as Oracle, Visio, Access, Share Point), and other software applicable to the area of work.

LANGUAGES: **Essential** – Proficient in Spanish and English (read, write and communicate); **Desirable** – Working knowledge of French and/or Portuguese.

PERSONAL COMPETENCIES: Client Orientation, Knowledge Sharing, Teamwork, Interpersonal Skills, Managing and Coaching Staff, Strategic Planning, Encouraging Innovation, and Decision Making/Judgment. Ability to clearly communicate in the languages required for the post.

Please read the following carefully: [Guidelines for Applying for Employment with the Organization of American States and Application Form.](#)