



**Organization of
American States**

**EXTERNAL EMPLOYMENT OPPORTUNITY*
GENERAL SECRETARIAT OF THE
ORGANIZATION OF AMERICAN STATES**

Title and grade:	Specialist – P03
Type of appointment:	Long term: one year
Organizational unit:	Secretariat of the Inter-American Committee Against Terrorism
Duty station:	Washington, D.C.
External Opportunity N°	EO/02/12
Publication date:	01/24/12
Closing date:	02/14/12

BASIC SALARY:

Starting: US\$60,091.00 (net of taxes) with dependents
US\$56,091.00 (net of taxes) without dependents

POST ADJUSTMENT:

Starting: US\$26,680.00 (net of taxes) with dependents
US\$24,904.00 (net of taxes) without dependents

** “This announcement applies to an encumbered (filled/occupied) position. External Employment Opportunities are open to competition in accordance with the external recruitment process of the GS/OAS.”*

DUTIES AND RESPONSIBILITIES:

- Design, develop, and execute the Legislative Assistance and Terrorism Financing Program (LATF), the UNSC 1540 Resolution Implementation project, and the Crisis Management Exercises project located under the Maritime Security Program, including but not limited to: preparing project proposals for submissions to the OAS Project Evaluation Committee (OAS/CEP) for approval and to donors for funding, preparing work plans and budgets for technical assistance programs; defining and negotiating the terms of reference for consultant contracts; undertaking technical revisions of products as necessary; certifying consultant's payments; assisting in the promotion of the development of externally funded activities; preparing reports; monitoring of project execution; evaluation of project performance, impact, and compliance with objectives; and coordinating and/or participating in events such as national workshops, technical assistance missions and ministerial conferences.
- Review, validate and approve information in support of the Secretariat-specific activities and mission (e.g. projects, cases, initiatives), development and strengthening of relations with Member States; following-up on the development of joint activities at the local and regional levels and networking activities.

- Evaluate related trends and events affecting the situation in the hemisphere (e.g. political, security, social, legal, human rights, etc.), recommending and undertaking actions, drafting talking points and speeches.
- Coordinate with partner international organizations and agencies – such as the Terrorism Prevention Branch of the United Nations Office on Drugs and Crime (UNODC/TPB), the Council of Europe, the Commonwealth, the Executive Directorate of the UN Counter Terrorism Committee (CTED), the U.S. Department of Justice, Treasury, and State, and the Money Laundering Unit of the Inter-American Drug Abuse Control Commission (CICAD) – on technical and policy issues related to the implementation of the projects, including the joint provision of legal analysis as requested by beneficiary States.
- Provide legal expertise in the areas of counter-terrorism and terrorism financing legislation, Inter-American and universal legal frameworks and international criminal law.
- Participate in various initiatives, and in activities in fulfillment of the Secretariat's mission, including drafting, reviewing, validating and editing - for consistency and language - correspondence, reports, cooperation agreements, proposals and joint proposals, budgets, financial reports, work plans, and documents and publications.
- Take a lead role in monitoring the execution and accounts of departmental projects and activities (e.g. projects, cases, initiatives), processing and following-up on administrative and financial actions in liaison with the appropriate staff members, including but not limited to hiring human resources, purchasing equipment and supplies, travel, etc.
- Oversee the development and maintenance of databases containing information on the technical area specific activities and mission conducting analyses, and producing reports and summaries on a regular or *ad hoc* basis.
- Participate in the planning, fundraising, implementation and evaluation of programs, projects and activities at Headquarters and in the field, including participating in training seminars and other programs.
- Within the delegated authority, represent the CICTE at specialized conferences and hemispheric technical meetings.
- Perform other related duties as assigned, including replacing and backstopping for others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: First University Degree (Bachelor's) in law, international relations, Latin American studies or a related field issued by a duly accredited institution and 7 years of relevant experience in similar positions including project management at national and/or international level **OR** Advanced University Degree (Master's) in one of the fields listed above and 4 years of relevant experience **OR** Doctorate and 1 year of relevant experience.

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. Experience working in a multi-lateral environment and/or in criminal justice matters.

COMPUTER SKILLS: Ability to effectively work using Microsoft Office (e.g. Outlook, Word, and Excel), 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 and, Ability to clearly communicate in the languages required for the post.

OTHER REQUIREMENTS:

- Strong working knowledge of the universal and Inter-American legal framework against terrorism and related legal issues.
- Good knowledge of the major issues in the terrorism policy debate in the Western Hemisphere and the United Nations, as well as the background regarding the positions of major government actors in that debate.
- General familiarity with the political history of the states in the Americas.
- Demonstrated diplomatic skills in dealing with mid-level government and international officials, in providing technical assistance, in organizing international meetings, and in representation at meetings and conferences in formal and informal settings, and in international negotiations.
- Ability to write in a clear and concise manner. Ability to make oral presentations and represent CICTE at meetings and conferences in formal and informal settings, and in international negotiations.
- Good planning and organizational skills to establish and maintain personal work priorities.
- Ability to work in a multicultural and multiethnic environment to establish and maintain effective working relations with counterparts within the CICTE Secretariat and other departments of the OAS and to interact with diplomatic and technical government representatives and develop consensus on program and project objectives.
- Ability to work under pressure and to meet deadlines. Tact and discretion when dealing with sensitive issues.
- Knowledge of ORACLE or other financial or procurement system useful.

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