



**Organization of
American States**

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

Title and grade: Summit Specialist – P03
Type of appointment: Long term: one year
Organizational unit: Summits Secretariat
Duty station: Washington, D.C.
External Opportunity N° **EO/06/12**
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:

- Assist the Executive Secretary in formulating and implementing the Secretariat’s support to the Summit Implementation Review Group (SIRG) within the framework of the Summit Process.
- Maintain a close cooperative relationship and regular communication with OAS Member States, both Permanent Missions and National Coordinators, on all issues pertaining to the SIRG.
- Provide substantive support to the SIRG which includes, but is not limited to, drafting agendas, identifying and recommending documents to be considered during the meetings and to be published and distributed to Member States and to the institutional partners comprising the Joint Summit Working Group. Conduct background research and analysis on the items included in the agenda of the SIRG meetings in order to manage the preparation of working documents.
- Coordinate the logistical support to the SIRG, including the National Secretariat in the logistical preparations for the Meeting of the Summit of the Americas, the SIRG, and the Working Groups and other mandated meetings.
- Provide advice to the Chair of the SIRG, National Coordinators, Permanent Missions to the OAS, and the personnel of the OAS General Secretariat in parliamentary procedures and practices with the view of facilitating dialogue to advance negotiations leading up to the Summit.

- Review, validate and approve information in support of the Secretariat-specific activities and mission, development and strengthening of relations with Member States, key institutions and dialogue promotion including, but not limited to, coordinating or overseeing the organization of meetings, conferences, presentations, events and seminars; following-up on the development of joint activities at the local and regional levels, drafting and reviewing reports; and networking activities.
- Write or coordinate the preparation of background and policy papers, speeches and summaries on various items regarding the Summit follow-up process, including, but not limited to the issues of democracy, gender equality, fight against corruption, hemispheric security, terrorism, fight against drugs, justice, sustainable development, disaster management, connectivity, infrastructure, agriculture and rural life, and follow-up to the Summits Plan of Action, drawing conclusions and making recommendations to the Executive Secretary.
- Take a lead role in monitoring the execution and accounts of Secretariat's projects and activities, 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 pertinent databases conducting analyses, and producing reports and summaries on a regular or *ad hoc* basis.
- Participate in the planning, fundraising, implementation and internal evaluation of programs, projects and activities at Headquarters and in the field, including participating in training seminars and other programs.
- Perform other related duties as assigned, including replacing and backstopping for others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: First University Degree (Bachelor's) in international affairs, political science, social sciences or Latin American and Caribbean Studies or related fields issued by a duly accredited institution and 7 years of relevant experience at the national and/or international levels **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.

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, 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.](#)