



Organization of  
American States

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

Title and grade:	Human Rights Specialist – P02
Type of appointment:	Long term: one year
Organizational unit:	Executive Secretariat of the Inter-American Commission on Human Rights
Duty station:	Washington, D.C.
<b>External Opportunity N°</b>	<b>EO/07/12</b>
Publication date:	01/24/12
Closing date:	02/14/12

**BASIC SALARY:**

Starting:	US\$49,821.00(net of taxes) with dependents
	US\$46,730(net of taxes) without dependents

**POST ADJUSTMENT:**

Starting:	US\$22,121.00 (net of taxes) with dependents
	US\$20,748.00 (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:**

- Provide the Executive Secretary and the Commissioners advice on legal matters as well as assistance in facilitating the functioning of the Executive Secretariat, which includes, but is not limited to, researching background information and legal issues for investigations, speeches, and articles to be written by the Executive Secretary on a broad variety of human rights matters; drafting various documents (speeches, conference papers, presentations) and/or coordinating their preparation by other IACHR staff; following-up on a broad range of issues addressed in professional meetings and matters and cases referred to the Executive Secretary; critically reviewing and making notes on all legal memoranda directed to the Executive Secretary; and supporting the efficient organization of all aspects of the work in the Executive Secretary’s office in close collaboration with the administrative assistant.
- Establish and maintain effective communication channels between the Commissioners and the Executive Secretariat by critically assessing the content of correspondence addressed to the Commissioners and forwarding it together with appropriate background documents (e.g. legal memoranda, consultations on precautionary measures, and other matters).

- Elaborate new practices and procedures to facilitate the Commission's work, including occasional modifications to the Commission's Statute and Regulations, as well as revisions of practices to increase procedural efficiency and responsiveness.
- Advise petitioners and other involved parties (e.g. Member State Missions, Foreign Ministry representatives, etc.) on various aspects of the Inter-American Human Rights System (especially the application of petition procedures), responding to inquiries, providing technical advisory services for other organs or agencies of the Organization in relation to the preparation and implementation of juridical international instruments in the field of human rights.
- Establish and ensure the efficient organization of the petition system, performing assessments on complaints; requesting background/additional information from the parties to fully develop the claims; managing case correspondence, conducting legal research, analyzing claims according to the pertinent systemic norms, coordinating case hearings, drafting case reports setting forth conclusions and recommendations for Commission's review; as well as carrying out fact finding on situations and cases, and participating in the preparation of publications.
- Proactively collaborate in the preparation and presentation of contentious cases and requests for advisory opinions before the Inter-American Court, which includes but is not limited to conducting legal research and analysis, drafting briefs, managing case correspondence, identifying and collecting evidence, coordinating the presentation of witnesses, and partaking in the presentation of arguments and witness testimony before the Court.
- Take a lead role in the preparation of the Annual Report of the IACHR to the General Assembly, which includes drafting sections of the report and coordinate the consultation process for its approval by the members of the Commission.
- Provide support in the coordination of the regular and extraordinary sessions of the IACHR (e.g. prepare the draft reports of the Executive Secretary and of the President to the IACHR, coordinate the agenda items, contact the parties for special meetings, prepare background memorandums on the issues related to the meetings, take notes and write minutes and summaries of executive sessions).
- Take a lead role in the organization of, coordination and participation for on-site and working visits as well as sessions and meetings away from Headquarters conducted by the Commission, namely establishing draft programs of activities; managing and overseeing logistical arrangements; facilitating meetings between Commission members and government officials, representatives of local non-governmental organizations and other groups, and drafting reports and recommendations for Commission approval and subsequent publication.
- Closely monitor the overall situation of human rights in assigned Member States, including establishing and maintaining contacts with sources, collecting and critically reviewing information, coordinating general hearings before the Commission, and consulting with the Commission Rapporteur, as appropriate; as well as drafting special reports (e.g. on the situation of human rights in assigned Member States, and selected human rights issues), including but not limited to gathering, evaluating and analyzing data from a wide range of sources.
- Perform other related duties as assigned, including replacing and backstopping for others.

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

**Essential:** First University Degree (Bachelor's) in law, international public law or human rights issued by a duly accredited institution and 4 years of relevant experience at the national and/or international level **OR** Advanced University Degree (Master's) in one of the fields listed above and 2 years 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.](#)*