



**Organization of
American States**

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

Title and grade: Specialist – P02
Type of appointment: Long term: one year
Organizational unit: Summits Secretariat
Duty station: Washington, D.C.
External Opportunity N° **EO/09/12**
Publication date: 01/24/12
Closing date: 02/14/12

BASIC SALARY:

Starting: US\$ 49,821.00 (net of taxes) with dependents
US\$ 46,730.00 (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:

- Design and update on a regular basis the Website of the Secretariat, obtaining and publishing materials from a broad range of sources, converting them into user-friendly materials in line with OAS editorial guidelines, style, and graphic design standards for the publication of information.
- Develop content strategy based on the framework of institutional communications plans and strategies, in liaison with the Executive Secretary and key stakeholders, ensuring a balance between internal objectives and external demands.
- When applicable, develop and manage an “E-mail in-box” for the reception of audience’s views and comments, and strengthening exchanges, including studying Web and E-mail based communications trends and shifts, recommending innovative projects, new techniques and technologies.
- Prepare periodic analysis and reports on potential gaps in on-line communication activities towards improving the use of the Organization Website and Intranet as communication tools.

- Research, obtain and compile background information, documents, presentations and other promotional/outreach materials for inclusion in the Website in support to special events, meetings and missions.
- Within the delegated authority, provide technical advice and training on Website techniques, and coordinating the work of a team of writers and editors.
- Participate in meetings of Website specialists to exchange ideas, propose amendments to established policies to ensure consistency in messaging across the Organization and ensure that they reflect the Organization's changing needs and communication priorities.
- Respond to electronic and regular correspondence and/or requests for information, and deal with issues of an administrative nature.
- Maintain the Summits of the Americas databases, researching, proposing, and implementing new database technology.
- Support the design and production of Electronic Bulletins and other written materials. Guide and assist contributors with editorial and publishing-related issues, as appropriate. Prepare and deliver briefing materials and presentations on the Summits Information Network.
- Manage the operation of the Summits Virtual Platform (SVP) including design, administration and its maintenance, collaborating with other OAS offices in the preparation of the Platform, and assisting with reporting on the results.
- Provide technical support to the Executive Secretary and other managers of the Summits of the Americas Secretariat in regular and special meetings, including but not limited to, reviewing and editing various documents; producing and distributing information material to meeting participants; guiding other staff members regarding the procedures of classifying, publishing and archiving documents, and liaising with translators ensuring reference to pertinent background documents.
- Perform other related duties as assigned, including replacing and backstopping for others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: First University Degree (Bachelor's) in computer science or other related field issued by a duly accredited institution and 4 years of relevant experience related to website design and development **OR** Advanced University Degree (Master's) in one of the fields listed above and 2 years of relevant experience. Training in the use of website creation software (e. g. FrontPage, Dreamweaver) and image editing software (e. g. Photoshop, Fireworks).

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.](#)