



**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:	Department of Human Development, Education, and Culture
Duty station:	Washington, D.C.
External Opportunity N°	EO/10/12
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:

This position advises and makes recommendations from an educational and pedagogical point of view on planning, development and execution of technical cooperation for course and content development, services with others institutions and cooperation with international sister Organizations and donor agencies of financing programs in higher education for the promotion of human development. To this end, the Specialist is required to:

- Research, compile and synthesize information in support of the department/section-specific activities and mission (e.g. projects, cases, initiatives), development and strengthening of relations with Member States, key institutions and organizations, and promotion of dialog and principles of justice, security and rule of law, including but not limited to: responding to inquiries from Member States (originating at any level, e.g. state, organizational or individual), 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, and networking activities.

- Analyze trends and events related to Virtual Education and Higher Education Initiatives affecting the situation in the hemisphere recommending actions, drafting talking points and speeches, and participating in the elaboration and reviewing of reports and publications on applicable subject matters, and their dissemination among scholars, practitioners and other interested parties.
- Be responsible for procedural and other matters relating to the efficient operation of the services and programs offered through the Educational Portal of the Americas.
- Develop, evaluate and update new and existing distance education learning courses/programs, and promote education and training services.
- Research and propose new educational products and services. Prepare comprehensive and detailed analytical studies and proposals.
- Within delegated authority, coordinate the activities leading to identification of services, analysis of contracting issues, selecting and contracting a provider and required specialized advisors and consultants.
- Make proposals for, and participate in, the formulation and execution of projects, activities and initiatives for the organization of fact-finding, needs assessment, and advisory services to countries and regions.
- Monitor the execution and accounts of department/section-specific activities, processing and following-up on administrative and financial actions in liaison with appropriate staff members, including but not limited to hiring human resources, purchasing equipment and supplies, travel, etc.
- Support and participate in various department/section-specific initiatives and activities and dialogue promotion as related to the area of work, including drafting, reviewing and editing for consistency and language, correspondence, reports, cooperation agreements, proposals and joint proposals, budgets, financial reports, work plans, and documents and publications.
- Manage, update and validate databases containing information on the activities of the area of work, including all aspects of department-specific activities, producing reports and summaries on a regular or *ad hoc* basis and preparing analysis on regional issues.
- Provide support in the planning, fundraising, implementation and evaluation of missions, programs, projects and activities in 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 education or a related field issued by a duly accredited institution and 4 years of relevant experience in similar positions including design and implementation of distance education/virtual education projects and programs 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.](#)