



Organization of  
American States

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

Title and grade: OAS Country Representative – P04  
Type of appointment: Long term: one year  
Organizational unit: Coordinating Office for the Offices and Units of the General Secretariat in the Member States  
Duty station: Quito, Ecuador  
**External Opportunity N°** **EO/11/12**  
Publication date: 01/24/12  
Closing date: 02/14/12

**BASIC SALARY:**

Starting: US\$ 72,467.00 (net of taxes) with dependents  
US\$ 67,483.00 (net of taxes) without dependents

**POST ADJUSTMENT:**

Starting: US\$ 21,668.00 (net of taxes) with dependents  
US\$ 20,177.00 (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:**

- Under the coordination of the Director of the Coordinating Office for the Offices and Units of the General Secretariat in the Member States (COGSMS), plan, direct, and supervise the internal operations of the Office in a Member State, including but not limited to being responsible for the proper administration of assigned human, material, and financial resources allocated to the Office within applicable GS/OAS rules and procedures and, in coordination with Headquarters, participating in the contracting of staff (Temporary Support Personnel and Local Professionals).
- Provide public information on OAS activities and events in the Member State by promoting the OAS’ image in the Country through OAS/Country awareness programs; publicizing activities of the OAS with emphasis on OAS efforts in strengthening democracy, human rights and technical cooperation activities; liaising with the wide array of media to promote OAS’ mission and activities; and liaising with government agencies and the general public in maintaining the institutional presence of the OAS in the Member State.
- Act as the focal point and channel to conduct OAS activities and services in the Member State and participate in programming OAS missions to the Country.

- Coordinate technical cooperation activities and services in the Member State according to OAS programs and policies by maintaining close relations with current and prospective donors, and exploring possibilities for future joint cooperation;
- Serve as a liaison between Headquarters and technical cooperation agencies in the Country and promoting its/their interest in undertaking new and/or expanded forms of horizontal cooperation with other Member States;
- Provide national liaison agencies with necessary information and advisory services required for the formulation and presentation of projects to the OAS, including ensuring compliance of project proposals with applicable guidelines, rules and regulations (including the Inter-American Council for Integral Development (CIDI) and Programmatic Guidelines, as laid out in the Strategic Plan, FEMCIDI Statutes); assisting in the preparation of applicable agreements ensuring submission of project proposals in the proper format and within agreed deadlines; informing the agencies of the approval of projects; and signing the project execution agreement on behalf of the General Secretariat, when authorized. Participate in the external evaluation of projects.
- Offer necessary operational support to visiting officials from Headquarters, e.g. use of office facilities and equipment and arranging meetings, conferences, etc with local officials.
- Monitor OAS technical cooperation projects and programs in progress in the Country; maintain an adequate flow of information on their progress, including identification of problems encountered during project execution; and submit quarterly or end-of-phase reviews of the reports prepared by the national executing agencies to the relevant OAS office, depending on the source of OAS funding. Ensure that copies of these reports are sent to the Director of the COGSMS.
- Provide administrative support for and publicize OAS scholarship and training programs in the host Country, which includes but is not limited to ensuring widest possible dissemination of OAS scholarship announcements; developing and/or strengthening relationships with former scholarship recipients, and report to Headquarters on former Fellows; acting as an advisor to former Fellows on ways of maximizing the benefits of the training to themselves and to the Country, as applicable.
- Support and facilitate activities of the General Secretariat's departments, offices, and other dependencies in implementing their functions and duties.
- Maximize opportunities for cooperation both administratively and operationally with public-related international organizations at the duty station, and seek cooperation of inter-American and other relevant organizations and institutions to develop increased cooperation activities.
- Pursue with applicable authorities in the Country the payment of quotas and voluntary contributions for the financing of the program-budget of the Organization.
- Prepare and submit to Headquarters various reports and pertinent documents, which include but are not limited to an annual work plan on the activities and the budget of the Office; an annual report on the activities of the Office according to the General Assembly mandates and guidelines provided by CO/OGSMS; financial reports, particularly an annual report on both the type and value of the contributions provided by the host Member State in support of the operations of the OAS; written and oral observations on the political, economic, social and other events of hemisphere-wide significance that take place in the Country and that are in some way related to the inter-American system, and other periodical reports e.g. on the achievements, challenges and prospects in cooperation activities with other inter-American institutions and entities.
- Perform other related duties as assigned, including replacing and backstopping for others.

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

**Essential:** First University Degree (Bachelor's) in law, political or social sciences, international relations, business administration, management, human resources development, international economics development or related field issued by a duly accredited institution and 11 years of relevant experience **OR** Advanced University Degree (Master's) in one of the fields listed above and 7 years of relevant experience **OR** Doctorate and 4 years of relevant experience. 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:** Excellent command of the language of the duty station and knowledge of another official language of the OAS.

**PERSONAL COMPETENCIES:** Client Orientation, Knowledge Sharing, Teamwork, Interpersonal Skills, Managing and Coaching Staff, Strategic Planning, Encouraging Innovation, and Decision Making/Judgment. 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.](#)*