



Organization of American States

Human Rights Specialist - P03

Grade:	P03
Type of Appointment:	Short Term - Series A
Duration of Contract:	6 months
Secretary/Department/Off.:	The Exec. Secretariat of the Inter-American Commission on Human Rights
Announcement Number:	ST-EO/69/14
Duty Station:	US - Washington D.C.
Job Family:	Human Rights Commission
Job Category:	Professionals and Higher Categories
Recruitment Type:	External
Employment Schedule:	Full time
Publication Date:	10/3/14
Closing Date:	10/24/14
# of Openings:	1

Basic Salary (net of taxes):

Basic with Dependents:	N/A
Basic without Dependents:	56,198.00

Post Adjustment (net of taxes):

With Dependents:	N/A
Without Dependents:	28,268.00

DESCRIPTION

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Executive Secretary and Assistant Executive Secretary, the Human Rights Specialist carries out the following activities:

1. Case processing and reporting

- Manage a portfolio of cases according to procedural stage and complexity.
- Draft reports on cases for Commission review based on consultation with the Executive Secretariat and the IACHR.
- Issue pertinent drafts of documents in relation to evaluations of petitions and precautionary measures concerning the Member States comprised in the Section's portfolio.
- Provide policy advice and recommendations to the Supervisor on key issues relating to the processing of petitions and cases, the preparation of admissibility and merits reports, systemic issues and patterns arising from the petitions and cases.
- Ensure that the Section's electronic files (including the Section's database records) are accurate, up to date, and in compliance with quality standards set by the Secretariat.
- Provide coordination and support for thematic Rapporteurships including: the design and follow-up of projects; organization and participation in working visits and promotional activities; specialized advice and inputs in the processing of individual petitions, precautionary measures and other mechanisms; and preparation of thematic reports.

2. Researching and monitoring the situation (political, legal, human rights) in the Member States comprised in the Section's mandate

- Provide advice to IACHR Country Rapporteurs for the Member States.
- Contribute to the deliverables of the Section to on-site visits, and country and special reports concerning the Member States.
- Prepare and deliver the materials necessary for the planning of public hearings during IACHR sessions.
- Maintain communications with representatives of the Member States comprised in the Section's portfolio, as well as petitioners, organizations of civil society and other stakeholders; and warning the Supervisor of any communications requiring top management attention.

3. Other duties and responsibilities

- Carry out legal research and legal analyses requested by the Supervisor.
- Provide advice to the Supervisor in relation to the design and implementation of working methodologies common to all IACHR Sections.
- Issue drafts for the Section's input to internal and external reports, among them, the IACHR's Annual Report, the Executive Secretary's reports, the inputs to General Secretariat reports, summit reports and reports to donor agencies.
- Participate in meetings, conferences and other academic or promotion activities.
- Perform other related duties as assigned, including replacing and backstopping for others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: Juris Doctor or First University Degree (Bachelor) in Law, International Public Law or Human Rights and 7 years of relevant experience at the national or international level **OR** Advanced University Degree (Master) in one of the above fields and 4 years of relevant experience **OR** Doctorate and 1 year of relevant experience. **Desirable:** Experience in the analysis of human rights topics, judicial systems, and sociopolitical aspects of the member states; demonstrated teaching and negotiation skills.

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 English and Spanish (read, write and communicate); **Desirable** – Working knowledge of French and/or Portuguese.

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.

OTHER REQUIREMENTS:

- Candidates are required to submit two essays written by the candidate, one in English, the other in Spanish, and neither exceeding 5 pages. These documents should not be a version edited by third parties.
- Broad knowledge of International Law of Human Rights and domestic law of OAS member countries. Knowledge of the international mechanisms of protection of human rights.
- Ability to research legal issues and work in the preparation of reports and recommendations.