



# Organization of American States

## Human Rights Specialist – P01

Grade:	<b>P01</b>
Type of Appointment:	<b>Series A - Short Term</b>
Duration of Contract:	<b>12 months</b>
Secretary/Department/Off.:	<b>The Exec. Secretariat of the Inter-American Commission on Human Rights</b>
Announcement Number:	<b>ST-EO/07/17</b>
Duty Station:	<b>US - Washington D.C.</b>
Job Family:	<b>Human Rights Commission</b>
Job Category:	<b>Professionals and Higher Categories</b>
Recruitment Type:	<b>External</b>
Employment Schedule:	<b>Full time</b>
Publication Date:	<b>2/7/17</b>
Closing Date:	<b>3/9/17</b>
# of Openings:	<b>1</b>

Basic Salary (net of taxes):

Basic with Dependents:	<b>N/A</b>
Basic Without Dependents:	<b>35,998.00</b>

Post Adjustment (net of taxes):

With Dependents:	N/A
Without Dependents:	16,451.00

## Description

Under the general supervision of the Executive Secretary of the Inter-American Commission on Human Rights (IACHR), and under the direct supervision of the corresponding Specialist, the Human Rights Specialist will be responsible for the following duties:

### 1. Case processing and reporting

Within delegated authority, implement the individual petition system governed by the inter-American human rights instruments, initially assessing the admissibility of complaints received against member states assigned and applying the relevant procedures.

Manage case correspondence which includes requests for information from the parties to fully develop the claims; analyze claims according to the pertinent systemic norms; coordinate case hearings, and draft case reports setting forth conclusions and recommendations for Commission consideration.

Participate in the preparation and presentation of contentious cases and requests for advisory opinions before the Inter-American Court: conduct legal research and analysis, draft briefs, manage case correspondence, identify and collect evidence, coordinate the presentation of witnesses, and may participate or help prepare arguments and witness testimony to be presented before the Court.

As assigned in specific cases, respond to inquiries by petitioners and state representatives on the application of petition procedures and other matters related to human rights. Provide technical advisory services for other organs or agencies of the Organization, in relation to drafting and implementation of juridical international instruments in the field of human rights as assigned

### 2. Research and monitoring:

Conduct legal research pertinent to specific cases;

Engage in fact finding on numerous situations, cases, and draft reports or sections of reports for review by senior staff.

Assist in the organization and participate in on-site visits conducted by the Commission: develop draft program of activities; manage logistical arrangements; facilitate meetings between Commission members and Government officials, representatives of local non-governmental organizations and other groups, such as alleged victims and their relatives, work on draft reports or sections of reports and recommendations for review and approval by senior staff for publication

pending Commission approval.

Monitor the overall situation of human rights in the member states assigned by contacting and maintaining sources, collecting and reviewing information, coordinating general hearings before the Commission, and consulting with the Commission Rapporteur.

Prepare special reports on the situation of human rights in member states assigned and on selected human rights issues. This requires gathering and evaluating data from a wide range of sources, legal research and analysis, and the drafting of reports for publication, pursuant to Commission approval.

### 3. Other

Engage in promotional activities such as seminars and conferences on human rights issues.

Perform other related duties as assigned, including replacing and backstopping for others.

### **QUALIFICATIONS:**

#### **EDUCATION & EXPERIENCE:**

**Essential:** Juris Doctor or First University Degree (Bachelor's) in law, international public law or human rights issued by a duly accredited institution **AND** 1 year of relevant experience in similar positions at the national and/or international level. Knowledge of the principles and theories of international public law and human rights law.

**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 English and Spanish (read, write and communicate).

**Desirable** – Working knowledge of Portuguese and French.

**PERSONAL COMPETENCIES:** Client Orientation, Knowledge Sharing, Teamwork, Interpersonal Skills. Ability to clearly communicate in the languages required for the post.

#### **OTHER REQUIREMENTS:**

Candidates are required to submit a 3–5 page essay in English and/or Spanish related to a human rights issue of personal interest. This document 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.

The OAS is committed to achieving a diverse staff and therefore will take into account a wide geographic representation as well as gender equity and equality in the selection of candidates.