

Human Rights Specialist

Grade:	P01
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/48/12
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:	11/20/12
Closing Date:	12/7/12
# of Openings:	1

Basic Salary (net of taxes):

Basic with Dependents:	N/A
Basic without Dependents:	37,202.00

Post Adjustment (net of taxes):

With Dependents:	N/A
Without Dependents:	18,006.00

Description

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Executive Secretary of the Inter-American Commission on Human Rights (IACHR) and the Rapporteur on the Rights of Indigenous Peoples, directly or through the corresponding Specialist and under their general supervision, the Human Rights Specialist will be responsible for the following duties:

1. Case processing and reporting pertaining to rights of indigenous peoples

- 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: conducts legal research and analysis, drafts briefs, manages case correspondence, identifies and collects evidence, coordinates 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, responds to inquiries by petitioners and state representatives on the application of petition procedures and other matters related to human rights. Provides 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 of situation as pertaining to the indigenous populations:

- Conduct legal research pertinent to specific cases;
- Engage in fact finding on numerous situations and cases, and drafts reports or sections of reports for review by senior staff.
- Assist in the organization and participate in on-site visits conducted by the Commission Commission in order to delve more deeply into the observation of the general situation or to investigate particular situations involving indigenous peoples: develops draft program of activities; manages logistical arrangements; facilitates meetings between Commission members and Government officials, representatives of local non-governmental organizations and other groups, such as alleged victims and their relatives, works 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 subjects pertaining to the rights of the indigenous populations in the the member states. This requires the identification and collection common case reports setting related to international complaints that allege violations of the rights of indigenous peoples in their member

states. Likewise, prepare and present to the IACHR suggestions and general recommendations related to the rights of indigenous peoples pursuant to Commission approval.

- Prepare country reports and thematic reports studies. This requires the edition and translation of documents that need to be published by the rapporteurship's and the IACHR in relation to the rights of the indigenous populations.
- Prepare presentations containing summaries of thematic reports studies and country reports of cases published by Rapporteurship and the IACHR; as well as other issues related to the human rights of the indigenous peoples of the Americas.

3. Other

- Engage in promotional activities such as seminars and conferences on human rights issues of indigenous peoples.
- Engage in the promotion and diffusion of the inter-American human rights system as it applies to the protection of indigenous peoples.
- Perform updates to the IACHR's web page consistent to the work of the Rapporteurship and the Commission in the field of human rights of indigenous populations.
- Perform other related duties as assigned, including replacing and backstopping for others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: 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 the human rights field with emphasis in the rights of the indigenous people 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 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.

OTHER REQUIREMENTS:

- Candidates are required to submit an essay in English and/or Spanish related to indigenous people standards on human rights.
 - Broad knowledge of International Law of Human Rights and domestic law of OAS member countries, particularly as pertaining to the rights of the indigenous people. Knowledge of the international mechanisms of protection of human rights.
 - Experience in the preparation of reports related to the rights of the indigenous people.
 - Practical experience working with indigenous populations of the Americas.
 - Ability to research legal issues and work in the preparation of reports and recommendations.
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