



GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES

**EXECUTIVE SECRETARIAT OF THE INTERAMERICAN COMMISSION ON HUMAN RIGHTS
AREA FOR THEMATIC MONITORING**

Call for Resumes:

Human Rights Professional, Rapporteurship on the Rights of Women

Type of Appointment:	Consultancy
Organizational Unit:	Executive Secretariat of the Inter-American Commission on Human Rights (IACHR); Rapporteurship on the Rights of Women
Start Date:	April 1, 2017 (start date may vary by up to two weeks)
Duration:	Until December 31, 2017
Consulting Fee:	\$5,500/month
Duty Station:	Washington, DC
Description:	Human Rights Professional-Consultant

Duties and Responsibilities:

- 1) Provide legal support to the daily work of the Rapporteurship on the Rights of Women, including general monitoring, and making/responding to requests for information on situations of concern.
- 2) Prepare reports and inputs on priority issues concerning the situation of women's rights at the country and regional levels, with concrete and specific recommendations and guidelines to prevent and protect women and girls against violence and eliminate all forms of gender discrimination.
- 3) Organize and conduct expert meetings to analyze the systematized information of preliminary reports.
- 4) Prepare written inputs for the sections pertinent to the rights of women in the annual report of the IACHR.
- 5) Maintain ongoing communication with the Rapporteur on the Rights of Women and support her or his work.
- 6) Prepare information for press releases and media campaigns.
- 7) Prepare information about and participate in on-site visits, trainings, and seminars organized by the IACHR and outside actors.
- 8) Contribute to the planning process of the work of the Rapporteurship.
- 9) Prepare donor projects and support the execution of and reporting on donor funding.
- 10) Maintain ongoing communication with other IACHR Executive Secretariat sections and outside actors.

- 11) When needed, participate in the preparation of draft admissibility, inadmissibility, and merits reports for the IACHR's consideration. Prepare specialized opinions for petitions, precautionary measures, and requests for advisory opinions and cases before the Inter-American Court of Human Rights.
- 12) Prepare and develop a plan to disseminate reports and good practices regarding the rights of women in the Americas, to include developing and/or participating in events/seminars in coordination with academic institutions
- 13) Receive and process requests for public hearings on the situation of rights of women in specific countries or sub-regions within the Americas. These include public hearings granted by the IACHR at its own initiative.
- 14) Provide technical cooperation and assistance to OAS Member States, OAS political bodies and other departments within the OAS on issues of women's rights.
- 15) Conduct training and events aimed at public officers, civil society, and other stakeholders to promote a better understanding of regional legal standards on their international obligations to correct discrimination, inequality and violence against women and girls.
- 16) Drafting, reviewing and approving sections of other IACHR reports (annual/country/thematic reports) to include a perspective of the rights of women.
- 17) Perform other related duties as assigned, including replacing and supporting others.

Education and Experience:

Essential:

- Juris Doctor or First University Degree (Bachelor's) in law, international public law or human rights, or in other related studies, issued by a duly accredited institution.
- Five years of relevant experience in positions related to women's rights at the national and/or international or Advanced University Degree (Master) issued by a duly accredited institution and 3 years of relevant experience.
- Knowledge of international legal standards related to the human rights of women and international human rights law.

Desirable:

- Experience or knowledge of OAS mandates and priorities as related to women's rights 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

Other: Priority consideration in the selection process will be given to female candidates.

Applications: Please submit current CV, including three academic and/or employment references, a list of any relevant publications, and a letter of interest detailing qualifications and interest in the consultancy.

Please email your complete application to CIDH_CPR@oas.org and indicate "Women's Rights" in the subject line.

DEADLINE TO SUBMIT IS: Friday, March 22, 2017