

**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES  
Executive Secretariat on the Inter-American Commission on Human Rights**

**Call for Resumes**

**Technical Consultant**

Type of Appointment:	Consultancy
Organizational Unit:	Executive Secretariat of the Inter-American Commission on Human Rights (IACHR)
Start date:	June 1, 2020
Duration:	4 months, possibility of extension depending on availability of funds
Remuneration:	\$4,400/month
Duty station:	Washington, D.C. (Due to COVID-19 restrictions, the selected person will work from their home country until further notice)
Description:	Technical Consultant

**DUTIES AND RESPONSIBILITIES:**

1. Prepare memos, presentations and other documents needed for hearings, working meetings, and periods of session, visits of the IACHR.
2. Prepare, process and keep register and control of the communications sent and received regarding all the mechanisms of the Assistant Executive Secretariat for Monitoring, Promotion and Technical Cooperation on Human Rights of the IACHR.
3. Collect the data and systematize information periodically.
4. Keep register of the Assistant Executive Secretariat for Monitoring, Promotion and Technical Cooperation on Human Rights meetings.
5. Support the organization of expert meetings, trainings and promotional activities of the IACHR.
6. Support the organization of visits of the IACHR.
7. Support the preparation of thematic and country reports.
8. Prepare notes of working meetings, events and promotional activities, hearings and others.
9. Systematize information of the Assistant Executive Secretariat for Monitoring, Promotion and Technical Cooperation on Human Rights for the Report of the Executive Secretary and the Annual Report of the IACHR.

10. Prepare documents with information for the update of the webpage related to the Assistant Executive Secretariat for Monitoring, Promotion and Technical Cooperation on Human Rights.
11. Maintain ongoing communication with the direct supervisor of the Assistant Executive Secretariat for Monitoring, Promotion and Technical Cooperation on Human Rights and other IACHR Executive Secretariat sections.

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

**Essential:** Juris Doctor or First University Degree (Bachelor's) in Law, International Relations, Human Rights, Political Science, Sociology, or related fields issued by a duly accredited institution **AND** at least three years of relevant experience in similar positions at the national, regional 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, Power Point and Excel), and other software applicable to the area of work.

**LANGUAGES:**

**Essential** – Fluency 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.

**REQUIRED DOCUMENTS:**

- Letter of interest (cover letter from the interested person)
- Three academic and/or employment references)
- Curriculum vitae
- A list of any relevant publications
- Copy of Bachelor's degree

Please submit the above required documents to [CIDH\\_CPR@oas.org](mailto:CIDH_CPR@oas.org) and indicate the title of the consultancy for which you are applying in the subject line (**TECHNICAL CONSULTANT**)

**DEADLINE TO SUBMIT IS: 11:59 PM, May 19th, 2020.**