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**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES  
EXECUTIVE SECRETARIAT FOR THE INTER-AMERICAN COMMISSION ON HUMAN RIGHTS**

**Call for Resumes:  
ADMINISTRATIVE CONSULTANT  
Office of Administration and Institutional Affairs**

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| <b>Type of Appointment:</b> | Consultancy  |
| <b>Organizational Unit:</b> | Executive Secretariat of the Inter-American Commission on Human Rights   |
| <b>Start Date:</b>          | April 1, 2021  |
| <b>Duration:</b>            | 4 months, possibility of extension depending on availability of funds  |
| <b>Consulting Fee:</b>      | \$9,400/month. Final remuneration will be based on skills, experience and workplace location)                              |
| <b>Duty Station:</b>        | Washington, DC. (Due to COVID-19 restrictions, the selected person will work from their home country until further notice) |
| <b>Description:</b>         | <b>Administrative Consultant</b>   |

**Duties and Responsibilities:**

**Objective:** The consultant will provide support to the Executive Secretariat of the IACHR on human resources issues:

1. Develop, lead, and organize the execution of employment opportunities approved in the Regular Fund budget, as well as those authorized by donors with Specific Funds.
2. Prepares job descriptions under UN classification standards for certification purposes, including documentation for posts to be audited by an Expert Classifier from United Nations according to human resources procedures.
3. Reviews terms of reference and prepares requests for consultancy announcements.
4. Conducts screening and hiring processes for consultancy and fellowship opportunities.
5. Conducts eligibility screening in Taleo for an average of 75 applications per vacancy, and provides pre-screening documents to hiring managers.
6. Serves as secretary in interview panels and prepares memoranda for review by selection committees at IACHR and GS/OAS.
7. Prepare a quarterly information report to be disseminated in the Secretariat of the IACHR with information regarding processes related to personal (status of post competitions, opening of post competitions, hired personnel, change of assignments and retire or withdrawal of personnel, among others).
8. Provide consultative services for innovative approaches building an institutional culture based on results, open communications, horizontal cooperation, and personnel welfare.
9. Provide consultative sessions as needed to employees of the IACHR about issues pertaining to their labor environment needs as well as in channeling concerns through conflict resolution mechanisms.
10. Implement actions from the ES/IACHR Personnel Care Program.
11. Conduct a monthly meeting of the ES/IACHR "Work Environment Committee"

12. Coordinate the elaboration of an ES/IACHR Gender Equality, Inclusion and Diversity Policy.
13. Administer physical space, identifying space for new personnel, and planning for additional needs.

**Education and Experience:**

- A first university degree in business management, public administration, financial management or human resources, law or a related field issued by a duly accredited institution.
- 15 years of progressively responsible experience in human resources management is required or advanced university degree (Master) and 10 years of relevant experience.

**Desirable:**

Experience or knowledge of OAS mandates and priorities as related to the area of work and/or the dynamics of the Inter-American agenda and system. Experience managing personnel issues in a governmental, regional or other international organizations.

**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:**

Proficient in Spanish and English (read, write and communicate)

**Applications:** Please submit current CV, and a letter of interest detailing qualifications and interest in the consultancy. Please submit your application to [CIDH\\_CPR@oas.org](mailto:CIDH_CPR@oas.org) and indicate the title of the position for which you are applying in the subject line (**HUMAN RESOURCES CONSULTANT**)

**CLOSING DATE TO RECEIVE RESUMES: March 13, 2021.**