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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:
HUMAN RIGHTS LAWYER-CONSULTANT for the ADMISSIBILITY SECTION**

Type of Appointment:	Consultancy
Organizational Unit:	Executive Secretariat of the Inter-American Commission on Human Rights
Start Date:	November 1, 2017
Duration:	4 months, possibility of extension depending on availability of funds
Consulting Fee:	\$5,500/month
Duty Station:	Washington, DC
Description:	Human Rights Lawyer-Consultant

Duties and Responsibilities:

- Within delegated authority, implement the individual petition system governed by the inter-American human rights instruments, initially assessing the admissibility of complaints received.
- Participate in the preparation of draft admissibility and inadmissibility reports for the IACHR consideration.
- Maintain ongoing communication with other IACHR Executive Secretariat sections and outside actors.
- 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 issued by a duly accredited institution
- Five years of relevant experience in similar positions at the national and/or international level, or Advanced University Degree (Master) issued by a duly accredited institution and 3 years of relevant experience.
- Knowledge of international legal standards related to human rights and international human rights law.

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.

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

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, submit your application to CIDH_CPR@oas.org and indicate the title of the consultancy for which you are applying in the subject line (**HUMAN RIGHTS PROFESSIONAL-CONSULTANT for the ADMISSIBILITY SECTION**)

DEADLINE TO SUBMIT IS: Friday, October 13, 2017