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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 CONSULTANT
Executive Secretary for Monitoring, Promotion and Technical Cooperation**

Type of Appointment:	Consultancy (four contracts available)
Organizational Unit:	Executive Secretariat of the Inter-American Commission on Human Rights
Start Date:	June 1, 2019
Duration:	6 months, possibility of extension depending on availability of funds
Consulting Fee:	\$5,500/month
Duty Station:	Washington, DC
Description:	Human Rights Consultant

Objective: Provide support to the daily work of a Monitoring Section Area, including general monitoring, and making/responding to requests for information on situations of concern.

Duties and Responsibilities:

- Monitor the overall situation of human rights in the member states assigned. This includes contacting and maintaining sources, collecting and reviewing information and consulting with the Commission Rapporteur.
- Prepare reports and inputs on priority issues concerning the human rights situation in member states assigned and/or selected human rights issues.
- Prepare written inputs for the sections pertinent the situation of human rights in member states assigned and on selected human rights issues in the annual report of the IACHR.
- Maintain ongoing communication with the country and/or thematic Rapporteur assigned and support his or her work.
- Prepare information for press releases and media campaigns.
- Prepare information about and participate in on-site visits, trainings, and seminars organized by the IACHR and outside actors.
- Contribute to the planning process of the work of the Rapporteurship and/or assigned country.
- Prepare donor projects and support the execution of and reporting on donor funding.
- Maintain ongoing communication with other IACHR Executive Secretariat sections and outside actors.
- 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.

- Receive and process requests for public hearings on the human rights situation of specific countries and/or thematic issues within the Americas. These include public hearings granted by the IACHR at its own initiative.
- Organize and participate in dialogues and/or participate in country and/or thematic meetings with representatives of civil society organizations as well as public officers.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Juris Doctor or First University Degree (Bachelor's) in law, international public law, human rights or other related studies, 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 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 – Fluency in Spanish and English (read, write and communicate)

Desirable – Working knowledge of French and/or Portuguese

Please submit the above required documents to CIDH_CPR@oas.org and indicate the title of the consultancy for which you are applying in the subject line (**CONSULTANT - HUMAN RIGHTS CONSULTANT – MONITORING**)

We encourage women, members of the LGBTI community, Afro-descendants and persons of indigenous origins to apply.

DEADLINE TO SUBMIT IS: 11:59 PM, April 16, 2019.