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**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES**  
**Secretariat for Administration and Finance**  
**Department of Procurement Services and Management Oversight**

**Call for Resumes:**  
**Corporate Credit Card Program Expansion Plan**

**Type of Appointment:** Consultant

**Organizational Unit:** Planning Data Analysis and Credit Card Management Section

**Start Date:** October 1<sup>st</sup>, 2021

**Duration:** 4 months

**Consulting Fee:** US\$3,500.00 monthly

**Duty Station:** Washington D.C., USA

**Description:**

The main function of this position is to develop a work plan and present a draft proposal for the GS/OAS Corporate Credit Card Program expansion plan.

**Responsibilities:**

1. Analyze the GS/OAS Corporate Credit Card Program currently in place.
2. Review GS/OAS Corporate Credit Card Program Policy applicability, identify areas for improvement in the existing policy and provide recommendations.
3. Layout suggestions in accordance with best practices and recommendations from other International Organizations to identify areas for improvement in the existing program.
4. Prepare a work plan to expand the Corporate Credit Card Program to other areas within the GS/OAS and documenting. This includes, but it is not limited to, drafting documents, participating in regular procedures, interacting with the GS/OAS personnel as well as other International Organizations expertise.
5. Develop a draft proposal for Credit Card Program Expansion Plan.
6. Propose editing and updating documentation, internal standard operating procedures, and related forms to support the expansion plan.
7. In close collaboration with the Director and Procurement officers, assists in completing this project.

**Education and Experience:**

Bachelor's Degree in business or public administration management, finance, accounting, economics, or related field AND 1-2 years of experience in corporate credit card programs.

**Skills and Languages:**

Ability to effectively work using Microsoft Office (e.g., Word, Excel, PowerPoint, Outlook, and other applications such as Oracle, Visio, Access, Share Point) and software applicable to the area of work.

Essential: Proficient in English (read, write, and communicate)

Desirable: Working knowledge of Spanish, French and/or Portuguese.

**Applications:**

Interested consultants in participating should submit their CV via email to the Department of Procurement Services and Management Oversight (DPMO) to the following:

Alex Grammer at: [agrammer@oas.org](mailto:agrammer@oas.org)

Ana Lemos at: [alemos@oas.org](mailto:alemos@oas.org)

**Application deadline:** September 25th, 2021