



**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES  
SECRETARIAT FOR LEGAL AFFAIRS  
DEPARTMENT OF LEGAL COOPERATION**

**Type of Appointment:** Legal Cooperation Consultant

**Organizational Unit:** Department of Legal Cooperation of the Secretariat for Legal Affairs

**Start Date:** TBD

**Duration:** 6 months with the possibility of renewal.

**Consulting Fee:** \$5000

**Duty Station:** Washington DC

**Description:** The Department of Legal Cooperation (DLC) of the Secretariat for Legal Affairs (SLA) provides advisory and technical secretariat services with respect to multilateral cooperation mechanisms, such as the Follow-Up Mechanism for Implementation of the Inter-American Convention against Corruption (MESICIC); the Meetings of Ministers of Justice or of Ministers or Attorney Generals of the Americas (REMJA) and to its working groups.

Under supervision of the Director of the DLC, the consultant will support in providing advisory and technical secretariat services to the MESICIC, and the REMJA and its working groups. In this regard the Specialist will be mainly responsible for the following tasks:

**Duties and Responsibilities:**

- Support in the preparation of the documents required for the meetings of the Committee of Experts of the MESICIC, including a preliminary country report, which would include but is not limited to, review of responses to a questionnaire to ensure they are complete; preparation and coordination of a detailed agenda for meetings with civil society and government institutions, based on the information received in the responses; assisting and participating in these meetings; preparation of a country report.
- Support in the preparation of the documents required for the meetings of the Committee of Experts of the MESICIC, including draft decisions, minutes, draft agenda and draft schedule for each MESICIC Committee of Experts meeting. Serve as coordination and contact point for sending and exchanging documents and communications in this respect.
- Prepare memorandums, letters, and correspondences for the MESICIC and/or the REMJA. Provides, as required, information to the experts that make up the Committee of Experts, members of the Permanent Missions to the OAS, organizations, national institutions, and individuals, regarding the activities of the MESICIC and/or REMJA and its working groups.

- Support the DLC in the organization, coordination, and realization of meetings and workshops that fall under the REMA process, in particular cybercrime matters; and the preparation of draft reports, minutes and evaluations that are required in relation with these activities.
- Carry out research and analysis of relevant national and international legal materials on the issues that fall under the competence of the DLC.
- Support in the update and maintenance of the DLC's Websites, including the Anti-Corruption Portal of the Americas, the Inter-American Cooperation Portal on Cyber-Crime, and the Hemispheric Network for Legal Cooperation in Criminal Matters.
- Perform any other tasks assigned by the Director with regard to the MESICIC and/or the REMJA and its working groups.

#### **Requirements:**

- Bachelor's degree in law issued by a duly accredited institution.
- Minimum of 2 years of relevant experience or an Advanced University Degree (Master).
- Fluent in Spanish and English, including the proven capacity to draft clear and concise legal and technical texts. Working knowledge of French and/or Portuguese is preferred.
- Proven ability to investigate on legal matters and work quickly to prepare actions, reports and recommendations.
- Oral and written communication skills.
- Ability to work in teams, meet deadlines, and deliver results in the short term.
- Ability to work effectively with Microsoft Office and other software applicable to the work environment.

#### **SUBMISSION OF APPLICATIONS:**

Interested candidates should send their CV and cover letter (no more than 250 words), as well as two writing samples (one in English and one in Spanish), with the subject "Legal Cooperation Consultant" to [Legalcooperation@oas.org](mailto:Legalcooperation@oas.org) no later than May 31<sup>st</sup>, 2024. All submissions should be in English.

**The GS/OAS embraces equality, diversity, and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will consider a wide geographic representation, as well as gender equity and equality, in the selection of candidates.**