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**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
INTER-AMERICAN COMMISSION ON HUMAN RIGHTS
OFFICE OF THE SPECIAL RAPPORTEUR FOR FREEDOM OF EXPRESSION**

Project Development Consultant

Type of Appointment:	Consultant
Organizational Unit:	Office of the Special Rapporteur for Freedom of Expression, Inter-American Commission on Human Rights
Start Date:	September 2019
Duration:	12 months, full-time
Consulting Fee:	\$72,000 per year
Duty Station:	Washington D.C.

Description:

The Project Development Specialist position is located in the Office of the Special Rapporteur for Freedom of Expression (OSR) of the Inter-American Commission on Human Rights (IACHR). The IACHR is the principal organ of the Organization of American States mandated to protect and promote human rights in the Americas and to serve as a consultative body to the OAS in matters concerning human rights. The OSR is a permanent unit with budgetary autonomy and own structure whose main objective is to promote and defend freedom of expression in the Americas. The OSR was created in 1997 by the IACHR who determined that the OSR would be financed entirely through external funds specifically donated for this purpose by OAS Member States, Observer Countries and international cooperation agencies. The Project Development Specialist is in charge of permanently seeking for new sources of funds. The position requires strong analytical and strategic thinking skills in order to design projects, including the setting of specific objectives, activities and indicators. The project coordinator must be efficient in observing deadlines and achieving results, identifying and analyzing problems, drawing conclusions and preparing reports over the results, outcomes and impacts of the projects.

Duties and Responsibilities:

Strategic and Operative Planning

- With the Special Rapporteur, participate in and help shape the organization's strategic vision and formulate the strategic plan over the long term;
- In collaboration with the Special Rapporteur, establish annual strategies and goals to fulfill the mandate of the OSR and define the programs and projects over the long term;

- Plan, organize and implement a comprehensive, diversified and sustained fundraising strategy to support the mandate of the OSR and its strategic plan.

Fundraising Management:

- Coordinate the preparation and submission of fundraising proposals. To that end, researches background information leading to developing content and formulation projects for presentation to donors.
- Design projects; define scope, purposes, objectives, goals, indicators and logical frameworks according to OAS and donor's frameworks.
- Prepare proposals and negotiate with donors the terms of the agreements.
- Attend the internal procedures of the OAS to obtain the revision from Legal, Planning and Financial Departments of the draft of agreements and contracts

Project Management

- Supervise the implementation of all projects activities, ensuring that performance schedules are observed, outputs are completed, and projects' targets reached according to schedule and within budget.
- Prepare interim and final reports of the projects according the commitment with the donors.
- Oversee all financial issues, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant fund period.
- Draft and submit financial and narrative reports to donors according to agreed calendar of submissions.

Administrative and Financial Management

- Develop the overall program budget, manage it within approved spending levels and establish an annual flow to ensure a steady and adequate supply of funds for annual plan.
- Authorize payments, consult and confirm availability of funds for each expense and draft financial reports to be certified by the Financial Department.
- Work with staff members to ensure that goals and objectives are appropriately set to realize strategic objectives of the plan.
- Design and prepare terms of reference for external contracting, including Staff positions, natural and legal CPRs, depending of the services needed for the projects. Supervise the processing of contracts.

Education and Experience:

- University Degree in Business Administration, International Relations or related field.
- Advanced University Degree in any field related with the main responsibilities.

- Highly desirable: Training courses on human rights, international cooperation, international law, administration or design of projects.
- At least 5 years working experience in the field of project management including administrative management, budgeting and execution of projects.
- Minimum of five years proven expertise in design of projects, logical framework, and design of indicators.
- Strong experience in international cooperation issues for governmental and non-profit organizations or international organization
- Excellent proficiency in English and Spanish (read, write and communicate).

Skills:

- Able to work independently with minimum supervision.
- Capable of producing clear and comprehensive reports on human rights issues.
- Ability to plan and organize work consistently with the strategic goals of the Office.
- Strong analytical and strategic thinking skills.
- Ability to use Oracle financial system to supervise procurements and financial processes.
- Able to work under pressure and to plan, schedule and organize multiple tasks and a high volume of deliverables.

Applications:

Interested applicants should submit the following documents in one PDF file:

- Cover letter and CV.

Please submit your application via email to cidhexpresion@oas.org by August 19, 2019.