

**ORGANIZATION OF AMERICAN STATES  
COMPETITIVE JOB OPENING ANNOUNCEMENT**

**TITLE AND GRADE:**

Executive Secretary (D-2) - IACHR

**TYPE OF CONTRACT:**

Series B Fixed term contract of 4 years

*(Subject to Article 22 of the General Standards of the OAS, as well as to the Statute and Rules of Procedure of the Inter-American Commission on Human Right).*

**ORGANIZATIONAL UNIT:**

The Executive Secretariat of the Inter-American Commission on Human Rights

**DUTY STATION:**

Washington, D.C.

**PUBLICATION DATE:**

September 25, 2020

**DEADLINE FOR RECEIVING APPLICATIONS:**

November 19, 2020 at 23:59 (E.S.T)

**DATE OF SELECTION OF TEN FINALIST CONTENDERS:**

December 14, 2020

**STARTING DATE FOR RECEIVING COMMENTS FROM OAS MEMBER STATES AND CIVIL SOCIETY:** December 15, 2020

**CLOSING DATES FOR RECEIVING COMMENTS FROM OAS MEMBER STATES AND CIVIL SOCIETY:** January 22, 2021

**DATE OF SELECTION OF FIVE FINALIST CONTENDERS:**

February 3, 2021

**INTERVIEW DATE:**

February 2021 (Finalists contenders will be interviewed in person by the plenary session of the IACHR at a place and date to be defined as health conditions allow).

**SELECTION DATE:**

February 2021 (The plenary session of the IACHR will select the person who will occupy the position of Executive Secretary at a place and date to be defined as health conditions allow).

**WORK START DATE:**

March 16, 2021

**BASIC SALARY:** US\$111,502.00

**POST ADJUSTMENT:** US\$56,197.00

## **BACKGROUND**

The Inter-American Commission on Human Rights (IACHR), a principal organ of the OAS, is holding a competition for the position of Executive Secretary. The Executive Secretary is a staff member of the General Secretariat of the OAS (GS/OAS) and holds a Series B Contract appointed by the Secretary General. As such, he/she is subject to the norms and regulations of the GS/OAS as well as to the Statute and Rules of Procedures of the Inter-American Commission on Human Rights. This position reports to and works in coordination with the IACHR. The position is located at the IACHR headquarters in Washington D.C.

## **Duties and Responsibilities:**

The Executive Secretary shall be responsible for supporting the IACHR in the fulfillment of its mandate for the promotion and protection of freedom of human rights in the Americas. In particular, the Executive Secretary shall perform the following functions in concordance with Article 12 of the IACHR Rules of Procedure:

- Direct, plan, and coordinate the work of the Executive Secretariat and to coordinate the operational aspects of the tasks assigned to working groups and rapporteurships;
- Prepare, in consultation with the President, the draft program-budget of the Commission, which shall be governed by the budgetary provisions in force for the OAS, and with respect to which he or she shall report to the Commission;
- Prepare the draft work program for each session in consultation with the President;
- Advise the President and members of the Commission in the performance of their duties;
- Present a written report to the Commission at the beginning of each period of sessions on the activities of the Secretariat since the preceding period of sessions, and on any general matters that may be of interest to the Commission; and
- Implement the decisions entrusted to him or her by the Commission or its President.

## **Minimum Requirements:**

- **Citizenship:** Contenders must be nationals of a Member State of the OAS.
- **Education:** University degree in law or other relevant social science issued by a duly accredited institution. Advanced degree or other specialized studies in the area of international human rights law.

- **Experience:** More than 15 years of relevant professional experience at the national and international level involving, *inter alia*, interaction with senior government officials, intergovernmental or nongovernmental organizations.
- **Languages: Essential** – Proficient in at least two of the following languages: English, French, Portuguese, and Spanish (read, write and communicate). **Desirable** – Working knowledge of the other two languages.

#### **Other Requirements:**

- High moral character and independence to perform his/her duties.
- Thorough knowledge of the legal instruments, procedures and case-law of the IACHR and the jurisprudence of the Inter-American Court of Human Rights.
- Recognized competence and professional experience in issues relating to human rights in the Americas.
- Capacity to manage personnel and large professional organization.
- Experience in fundraising and management of resources.
- Excellent written and oral communication skills. Excellent analytical and interpretive skills. Ability to give public presentations to senior government officials, experts and representatives of nongovernmental human rights organizations, and the general public.
- A minimum of two professional references

#### **Selection procedure:**

The process by which the Executive Secretary will be elected will follow the procedures according to Article 11 of the IACHR's Regulations. The application period will be open from September 25, 2020 to November 19, 2020 through the system. On December 14, 2020 the IACHR will select a group of ten (10) finalists. On December 15, 2020, the names and resumes of the candidates selected as finalist contenders for the position will be published on the IACHR website in order to receive comments from OAS Member States and Civil Society on the candidates. The finalist contenders will be asked to send two short videos, each lasting a maximum of 2 minutes, to be published on the IACHR's website and on social media, explaining in the first case their experience for the position, and in the second one, their proposals for being elected Executive Secretary. After receiving the observations, five (5) finalist contenders will be interviewed in person by the plenary session of the Commission in February 2021, at a time and place to be determined as the health conditions permit. The IACHR will select the most qualified candidate and will refer his/her name to the Secretary General, proposing his/her appointment for a period of four years that may be

renewed only once, in accordance with Article 21 of its Statute and Article 11 of its regulations. Work will begin on March 16, 2021.

***The person selected to fill the post of Executive Secretary of the Inter-American Commission on Human Rights will hold a D-2 position (Series B Contract subject to Article 22 of the General Standards of the OAS, as well as to the Statute and Rules of Procedure of the Inter-American Commission on Human Rights). Services will be provided in Washington D.C., U.S.A., and will require frequent international travel.***

**The deadline for applications is November 19, 2020 at 23:59 (E.S.T.)**

Any questions can be directed to: [SECIDH@oas.org](mailto:SECIDH@oas.org)

**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 take into account a wide geographic representation, as well as gender equity and equality, in the selection of candidates.**

**Please note that the mandatory retirement age for staff members at the General Secretariat of the OAS is 65.**