



# Organization of American States

## Human Rights Specialist - P03

Grade:	<b>P03</b>
Type of Appointment:	<b>Series A - Short Term</b>
Duration of Contract:	<b>12 months</b>
Secretary/Department/Off.:	<b>The Exec. Secretariat of the Inter-American Commission on Human Rights</b>
Announcement Number:	<b>ST-EO/10/15</b>
Duty Station:	<b>US - Washington D.C.</b>
Job Family:	<b>Human Rights Commission</b>
Job Category:	<b>Professionals and Higher Categories</b>
Recruitment Type:	<b>External</b>
Employment Schedule:	<b>Full time</b>
Publication Date:	<b>4/8/15</b>
Closing Date:	<b>5/8/15</b>
# of Openings:	<b>1</b>

Basic Salary (net of taxes):

Basic with Dependents:	<b>N/A</b>
Basic without Dependents:	<b>56,766.00</b>

Post Adjustment (net of taxes):

With Dependents:	N/A
Without Dependents:	27,702.00

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## Description

*\* "This announcement applies to an encumbered (filled/occupied) position. External Employment Opportunities are open to competition in accordance with the external recruitment process of the GS/OAS."*

### DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Executive Secretary and Assistant Executive Secretary, the Human Rights Specialist carries out the following activities:

Provide advise in relation to the design and implementation of working methodologies common to all IACHR Sections;

Provide policy advice and recommendations on key issues relating to the processing of petitions and cases, the preparation of admissibility and merits reports, systemic issues and patters arising from the petitions and cases;

Contributes to activities concerning knowledge management and information sharing skills;

Gathers information on the political, legal and human rights situation of the Member States comprised in the Section's mandate;

Works directly with IACHR Country Rapporteurs for the Member States comprised in the Section's mandate;

Contribute to the deliveries of the Section to on-site visits, and country and special reports concerning the Member States comprised in the Section's mandate;

Produce and deliver, within the target timeframes established by the Executive Secretariat, materials necessary for the planning of public hearings during IACHR sessions. Produce and deliver, within the target timeframes established by the Executive Secretariat, materials related to the sessions of the IACHR and its public hearings, amongst these, the preparatory materials for hearings and special memoranda.

Participate during the sessions of the IACHR in which Section reports are discussed, providing such input as the Commission may deem necessary;

Maintains communications with representatives of the Member States comprised in the Section's mandate, as well as petitioners, organizations of civil society and other stakeholders in relation to the Section's portfolio; and warn of any communications requiring top management attention;

Review all correspondence received concerning his/her portfolio, and promptly issue the required instructions for correspondence and/or action;

Drafts reports on selected cases (annual performance goal: 10 reports on merits);

Carrie out legal research and legal analyses;

Issue drafts for the Section's input in relation to evaluations prepared by the IACHR Registry in petitions concerning the Member States comprised in the Section's mandate;

Issue drafts for the Section's input in relation to evaluations prepared by the Protection Group in

matters concerning the Member States comprised in the Section's mandate;

Issue drafts for the Section's input to the Court Group in relation to cases before the Inter-American Court of Human Rights and, as requested by the Executive Secretaries, participate in hearings before the Court in cases concerning the Member States comprised in the Section's mandate;

Ensure that the Section's electronic files (including the Section's database records) are accurate, up to date, and in compliance with quality standards set by the Secretariat;

Issue drafts for the Section's input to internal and external reports, among them, the IACHR's Annual Report, the Executive Secretary's reports, the inputs to General Secretariat reports, summit reports and reports to donor agencies;

Upon request by the Executive Secretary or the Deputy Executive Secretary, participate in meetings, conferences and other academic or promotion activities; and

Perform such other duties as may be required in furtherance of the work of Section and the implementation of the mandate of the IACHR.

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

**Essential:** Juris Doctor or First University Degree (Bachelor) in Law, International Public Law or Human Rights issued by a duly accredited institution and 7 years of relevant experience at the national or international level **OR** Advanced University Degree (Master) in one of the above fields issued by a duly accredited institution and 4 years of relevant experience **OR** Doctorate and 1 year of relevant experience.

**Desirable:** Experience in the analysis of human rights topics, judicial systems, and sociopolitical aspects of the member states; demonstrated teaching and negotiation skills. 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** – Proficient in English and Spanish (read, write and communicate); **Language proficiency examination will be required.**

**Desirable** – Working knowledge of French and/or Portuguese.

**PERSONAL COMPETENCIES:** Client Orientation, Knowledge Sharing, Teamwork, Interpersonal Skills. Ability to clearly communicate in the languages required for the post.