



# Organization of American States

Democracy for peace, security, and development



**Promoting Democracy**

**Defending Human Rights**

**Ensuring a  
Multidimensional  
Approach to Security**

**Fostering Integral  
Development and  
Prosperity**

**Supporting Inter-  
American Legal  
Cooperation**

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## Human Rights Specialist - P02

Grade:	<b>P02</b>
Type of Appointment:	<b>Series A - Short Term</b>
Duration of Contract:	<b>6 months</b>
Secretary/Department/Off.:	<b>Ex. Sec. Inter-American Commission on Human Rights – Off. of the Exec Sec</b>
Announcement Number:	<b>EO/42/23</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>8/11/23</b>
Closing Date:	<b>8/25/23</b>
# of Openings:	<b>1</b>

Annual Basic Salary (net of taxes):

Basic Salary: **50,377.00**

Annual Post Adjustment (net of taxes):

Post Adjustment: **31,989.00**

## Description

### DUTIES AND RESPONSIBILITIES:

Under the supervision of the Executive Secretary, the incumbent provides the Executive Secretary advice on legal matters as well as assistance to facilitate the functioning of the Executive Secretariat.

To coordinate the global agenda and give legal advice on special matters and investigations as required by the Commissioners and the Executive Secretary, including but not limited to drafting speeches, conferences papers and other presentations; researching background information and legal issues for investigations, speeches, and articles to be written by the Executive Secretary on a broad variety of human rights matters; following-up on a broad range of issues addressed in meetings with staff or others, matters and cases referred to the Executive Secretary; critically reviewing and annotating all legal memoranda directed to the Executive Secretary; and overseeing the efficient organization of all aspects of the work in the Executive Secretary's office in close collaboration with the administrative assistant; as well as drafting speeches for the Commissioners and/or coordinating their preparation by other IACHR attorneys.

On a daily basis, to establish and maintain effective communication channels between the Commissioners and the Executive Secretariat by critically assessing the content of correspondence addressed to the Commissioners and forwarding it together with appropriate background documents, such as legal memoranda, consultations on precautionary measures and other matters.

To elaborate new practices and procedures to facilitate the Commission's work, including occasional modifications to the Commission's Statute and Regulations, as well as the revisions of practices to increase procedural efficiency and responsiveness.

To advise petitioners and Member State Missions or Foreign Ministry representative on the application of petition procedures and other aspects of the Inter-American human rights system, responding to inquiries on matters related to human rights, providing technical advisory services for other organs or agencies of the Organization, in relation to the preparation and implementation of juridical international instruments in the field of human rights.

As indicated by the Executive Secretary on the basis of specific situations identified by her:

- To establish and ensure the efficient organization of the individual petition system governed by the Inter-American human rights instruments, performing assessments on complaints received against Member States, in line with relevant procedures; requesting background/additional information from the parties to fully develop the claims; managing case correspondence, conducting legal research, analyzing claims according to the pertinent systemic norms, coordinating case hearings, drafting case reports setting forth conclusions and recommendations for Commission's review; as well as carrying out fact finding on situations and cases, and participating in the preparation of publications.
- To proactively collaborate to the preparation and presentation of contentious cases and requests for advisory opinions before the Inter-American Court, inter alia, conducting legal research and analysis, drafting briefs, managing case correspondence, identifying and collecting evidence, coordinating the presentation of witnesses, and partaking in the presentation of arguments and witness testimony before the Court.
- To take a lead role in the organization, coordination and participation in on-site and working visits as well as sessions and

meetings away from Headquarters conducted by the Commission, namely: establishing draft programs of activities; managing / overseeing logistical arrangements; facilitating meetings between Commission members and government officials, representatives of local non-governmental organizations and other groups, drafting reports and recommendations for Commission approval and subsequent publication.

- To closely monitor the overall situation of human rights in specific assigned Member States, including establishing and maintaining contacts with sources, collecting and critically reviewing information, coordinating general hearings before the Commission, and consulting with the Commission Rapporteur, as appropriate; as well as drafting special reports on the situation of human rights in assigned Member States and on selected human rights issues, including but not limited to gathering and evaluating data from a wide range of sources, conducting legal research and analysis, drafting of reports for publication, pursuant to Commission approval.

#### **QUALIFICATIONS:**

##### **EDUCATION & EXPERIENCE:**

**Essential:** Juris Doctor or First University Degree (Bachelor's) in Law, International Public Law, Human Rights, Political Science, International Affairs, Business Administration, Sociology or related field issued by a duly accredited institution and 4 years of relevant experience in similar positions at the national and/or international level OR Advanced University Degree (Master's) in one of the fields listed above and 2 years of relevant experience. Knowledge of the principles and theories of international public law and human rights law.

**Desirable:** 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.

##### **LANGUAGES:**

**Essential** - Proficient in at least two of the official languages of the OAS (read, write and communicate).

**Desirable** - Working knowledge of other two OAS official languages.

**COMPUTER SKILLS:** Ability to effectively work using Microsoft Office (e.g. Outlook, Word, and Excel) and software applicable to the area of work.

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

##### **COMPUTER SKILLS**

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

**Desirable:** Knowledge of and experience working with automated financial management systems.

**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.

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