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**EXTERNAL RECRUITMENT  
GENERAL SECRETARIAT OF THE  
ORGANIZATION OF AMERICAN STATES**

Title and grade: Human Rights Specialist – P02  
Type of appointment: Series A – 12 months  
Organizational unit: Executive Secretariat Inter-American Commission on Human Rights  
Duty station: Washington, D.C.  
**External Opportunity N°** **EO/27/20**  
Publication date: 8/5/20  
Closing date: 8/19/20

**BASIC SALARY:**

Starting: US\$ 47,895.00 (net of taxes)

**POST ADJUSTMENT:**

Starting: US\$ 24,139.00 (net of taxes)

*\*This post is located in the IACHR Assistant Executive Secretariat for the Petition and Cases System.*

**DUTIES AND RESPONSIBILITIES:**

- Implement the individual petition system governed by the Inter-American human rights instruments, initially assessing the admissibility of complaints received against member states assigned and applying the relevant procedures. Request information from the parties to fully develop the claims, manages case correspondence, conducts legal research, analyzes claims according to the pertinent systemic norms, coordinates case hearings, drafts case reports setting forth conclusions and recommendations for Commission review. Fact finding on numerous situations and cases. Reports approved are either prepared for publication or for presentation as cases before the Inter-American Court of Human Rights.
- Participate in the preparation and presentation of contentious cases and request for advisory opinions before the Inter-American Court: conduct legal research and analysis, draft briefs, manage case correspondence, identify and collect evidence, coordinate the presentation of witnesses, and partake in the presentation of arguments and witness testimony before the Court.
- Organize, coordinate and participate in on site visits conducted by the Commission: develop draft program of activities; manage logistical arrangements; facilitate meetings between Commission members and Government officials, representatives of local non-governmental

organizations and other groups, such as alleged victims and their relatives , drafts reports and recommendations for publication pending Commission approval.

- Monitor the overall situation of human rights in the member states assigned. This includes contacting and maintaining sources, collecting and reviewing information, coordinating general hearings before the Commission, and consulting with the Commission Rapporteur. Prepare special reports on the situation of human rights in member states assigned and on selected human rights issues. This requires the gathering and evaluation of data from a wide range of sources, legal research and analysis, and the drafting of reports for publication, pursuant to Commission approval.
- Advise petitioners and member state Mission or Foreign Ministry staff on the application of petition procedures and other aspects of the inter-American human rights system, and respond to all inquiries made by member states on matters related to human rights. Provide technical advisory services for other organs or agencies of the Organization, in relation to drafting and implementation of juridical international instruments in the field of human rights.
- Engage in promotional activities such as seminars and conferences on human rights issues.
- Perform other job-related duties as required.

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

**Essential:** Juris Doctor or First University Degree (Bachelor) in Law, International Public Law, Human Rights 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) in one of the fields listed above and 2 years of relevant experience.

**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.

**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 at least two of the following languages: English, French, Portuguese, and Spanish (read, write and communicate).

**Desirable** – Working knowledge of the other two languages.

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

**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.**