



# Organization of American States

## ADMINISTRATIVE ASSISTANT - G05

Grade:	<b>G05</b>
Type of Appointment:	<b>Short Term - Series A</b>
Duration of Contract:	<b>6 months</b>
Secretary/Department/Off.:	<b>The Exec. Secretariat of the Inter-American Commission on Human Rights</b>
Announcement Number:	<b>ST-EO/38/14</b>
Duty Station:	<b>US - Washington D.C.</b>
Job Family:	<b>Human Rights Commission</b>
Job Category:	<b>General Services</b>
Recruitment Type:	<b>External</b>
Employment Schedule:	<b>Full time</b>
Publication Date:	<b>6/27/14</b>
Closing Date:	<b>10/23/14</b>
# of Openings:	<b>1</b>

Basic Salary (net of taxes):

Basic with Dependents:	<b>N/A</b>
Basic without Dependents:	<b>43,330.00</b>

Post Adjustment (net of taxes):

With Dependents: N/A

Without Dependents: N/A

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DESCRIPTION

**DUTIES AND RESPONSIBILITIES:**

As assigned by the Human Rights Specialist or under their general supervision, performs the following functions:

- Type in its final form correspondence, reports, memos, e-mails, facsimiles, etc. to follow up and implement all legal action related with cases of countries assigned, in the four official languages of the OAS. The correspondence pertaining to cases and urgent measures must be processed in a very careful and timely fashion in order to ensure compliance with deadlines and avoid mistakes.
- Upload and keep updated all the information regarding the cases and precautionary and provisional measures before the Commission and the Inter-American Court of Human Rights with respect to the countries assigned; this requires knowledge of each of the steps of the different procedural stages of the IACHR and the Court.
- Organize and update corresponding files. Maintain and/or ensure that the area of work filing system is maintained on a regular basis and in a timely manner, ensuring that all technical documents are available; controlling access to confidential documents, and obtaining relevant documents as required.
- Keep a complete and updated list of national authorities, NGOs and individual petitioners. Provide general information requested by supervisors, governments, and human rights organizations. Advise other staff members and Secretariat authorities on status of the documentation.
- Organize and prepare all logistical arrangements for on-site and working visits and other official missions by Commissioners and human rights specialists; when instructed, participate in such visits and provide all support work.
- Request information from other various areas of work within and outside the Secretariat/ Department, programs, and agencies and institutions to facilitate action independently or as instructed.
- Perform other related duties as assigned, including replacing and backstopping for others.

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:** **Essential:** High school or technical/commercial training and five years of relevant experience in administrative operations and/or secretarial work **OR** advanced training and three years of

relevant experience.

**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 Spanish and English (read, write and communicate); **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.

**OTHER REQUIREMENTS:**

1. Basic knowledge of or the ability to learn the IACHR and Court procedure.
2. Knowledge of or the ability to learn OAS administrative practice and procedures.
3. Skill in use of database and word processing systems.
4. Ability to set priorities, manage time, and organize work.
5. Ability to work under pressure.
6. Ability to maintain good relations with supervisors and co-workers.