

GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES

Executive Secretariat on the Inter-American Commission on Human Rights

Call for Resumes

Human Rights Lawyer-Consultant

Appointment Type:	Consultancy
Organizational unit:	Inter-American Commission on Human Rights
Duty station:	Washington, D.C.
Remuneration:	\$4,400/month
Application Period:	From September 29, 2017 to October 13, 2017
Begin date:	November 1, 2017
End date:	February 28, 2018

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Executive Secretary of the Inter-American Commission on Human Rights (IACHR), and under the direct direction of the corresponding Specialist, the Human Rights lawyer-consultant will be responsible for the following duties:

1. Within delegated authority, implement the individual petition system governed by the inter-American human rights instruments, initially assessing the processing of complaints received against member States and applying relevant procedures.
2. Prepare draft consultations for the IACHR consideration and provide technical assistance to the IACHR in their deliberations of the same.
3. Participate in the different stages of the processing of the petitions at the Inter-American Commission on Human Rights.
4. Maintain ongoing communication with the direct supervisor, the Registry Section and other IACHR Executive Secretariat sections.
5. Perform other related duties as assigned, including replacing and supporting others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: Juris Doctor or First University Degree (Bachelor's) in law, international public law or human rights issued by a duly accredited institution **AND** 1 year of relevant experience in similar positions at the national and/or international level. 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.

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 – Fluency 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.

REQUIRED DOCUMENTS:

- Letter of interest (cover letter from the interested person)
- Three academic and/or employment references)
- Curriculum vitae
- A list of any relevant publications
- Copy of law degree

Please submit the above required documents to CIDH_CPR@oas.org and indicate the title of the consultancy for which you are applying in the subject line (**HUMAN RIGHTS LAWYER-CONSULTANT for the REGISTRY SECTION**)

DEADLINE TO SUBMIT IS: 11:59 PM Wednesday, October 13, 2017.