



Organization of American States

Human Rights Specialist – P03

Grade:	P03
Type of Appointment:	Series A - Short Term
Duration of Contract:	12 months
Secretary/Department/Off.:	The Exec. Secretariat of the Inter-American Commission on Human Rights
Announcement Number:	ST-EO/09/17
Duty Station:	US - Washington D.C.
Job Family:	Human Rights Commission
Job Category:	Professionals and Higher Categories
Recruitment Type:	External
Employment Schedule:	Full time
Publication Date:	2/17/17
Closing Date:	3/19/17
# of Openings:	1

Basic Salary (net of taxes):

Basic with Dependents:	N/A
Basic Without Dependents:	58,583.00

Post Adjustment (net of taxes):

With Dependents:	N/A
Without Dependents:	26,772.00

Description

DUTIES AND RESPONSIBILITIES:

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

Provides advice in relation to the design and implementation of working methodologies common to all IACHR Sections;

Provides 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 patterns arising from the petitions and cases;

Provides coordination and support for thematic Rapporteurships including: the design and follow-up of projects; organization and participation in working visits and promotional activities; specialized advice and inputs in the processing of individual petitions, precautionary measures and other mechanisms; and preparation of thematic reports

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;

Contributes 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;

Produces and delivers, within the target timeframes established by the Executive Secretariat, materials necessary for the planning of public hearings during IACHR sessions. Produces and delivers, 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.

Participates 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 warns of any communications requiring top management attention;

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

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

Carries out legal research and legal analyses;

Issues 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;

Issues 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;

Issues 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;

Ensures 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;

Issues 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 Assistant Executive Secretary, participates in meetings, conferences and other academic or promotion activities; and

Performs 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 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. Managing and Coaching Staff, Strategic Planning, Encouraging Innovation, and Decision Making/Judgment. Ability to clearly communicate in the languages required for the post.

The OAS is committed to achieving a diverse staff and therefore will take into account a wide geographic representation as well as gender equity and equality in the selection of candidates.