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**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
EXECUTIVE SECRETARIAT FOR THE INTER-AMERICAN COMMISSION ON HUMAN RIGHTS**

**Call for Resumes:
HUMAN RESOURCES CONSULTANT
Office of Specialized Advisory**

Type of Appointment:	Consultancy
Organizational Unit:	Executive Secretariat of the Inter-American Commission on Human Rights
Start Date:	August 1, 2018
Duration:	3 months, possibility of extension depending on availability of funds
Consulting Fee:	\$9,000/month
Duty Station:	Washington, DC
Description:	Human Resources Consultant

Duties and Responsibilities:

Objective: The consultant will provide support to the Executive Secretariat of the IACHR on human resources issues, completing the following list of products the next three months of contract:

1. Develop, lead, and organize the execution of nine competitions approved in the Regular Fund budget.
2. Prepares five job descriptions under UN classification standards for certification purposes.
3. Prepares 10 requests for consultancy announcements.
4. Conducts eligibility screening in Taleo for an average of 75 applications per vacancy, and provides pre-screening documents to hiring managers.
5. Serves as secretary in interview panels and prepares nine memoranda for review by selection committees at IACHR and GS/OAS.
6. Provide consultative sessions as needed to managers on the application of United Nations classification policies and human resources procedures as well as employee's needs.
7. Adapt the welcoming informative handbook for incoming personnel to an online version.
8. Prepare a quarterly information report to be disseminated in the Secretariat of the IACHR with information regarding processes related to personal (status of post competitions, opening of post competitions, hired personnel, change of assignments and retire or withdrawal of personnel, among others).
9. Develop a proposal for innovative approaches building an institutional culture based on results, open communications, horizontal cooperation, and staff welfare. Identify appropriate assessments, programs and tools for its remedial action.
10. Provide consultative sessions as needed to employees of the IACHR about issues pertaining to their labor environment needs as well as in channeling concerns through conflict resolution mechanisms.

Education and Experience:

- A first university degree in business management, public administration, financial management or human resources, law or a related field issued by a duly accredited institution.
- 15 years of progressively responsible experience in human resources management is required or advanced university degree (Master and 10 years of relevant experience).

Desirable:

Experience or knowledge of OAS mandates and priorities as related to the area of work and/or the dynamics of the Inter-American agenda and system. Experience managing personnel issues in a governmental, regional or other international organizations.

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:

Proficient in Spanish and English (read, write and communicate)

Applications: Please submit current CV, and a letter of interest detailing qualifications and interest in the consultancy. Please submit your application to CIDH_CPR@oas.org and indicate the title of the position for which you are applying in the subject line (**HUMAN RESOURCES CONSULTANT - Office of Specialized Advisory**)

CLOSING DATE TO RECEIVE RESUMES: July 11, 2018