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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 RIGHTS LAWYER - CONSULTANT  
Executive Secretary for Cases, Petitions and Precautionary Measures**

<b>Type of Appointment:</b>	Consultancy (four contracts available)
<b>Organizational Unit:</b>	Executive Secretariat of the Inter-American Commission on Human Rights
<b>Start Date:</b>	June 1, 2019
<b>Duration:</b>	6 months, possibility of extension depending on availability of funds
<b>Consulting Fee:</b>	\$5,500/month
<b>Duty Station:</b>	Washington, DC
<b>Description:</b>	<b>Human Rights Lawyer-Consultant</b>

**Objective:** To provide legal advice on human rights to the Inter-American Commission on Human Rights and its Executive Secretariat. The consultant will be responsible for delivering products to one of the following Sections:

**Within the Initial Study Section:**

- Implement the individual petition system governed by the inter-American human rights instruments, initially evaluating and executing 120 petitions per month and applying relevant procedures.
- Prepare draft consultations for the IACHR consideration and provide technical assistance to the IACHR in their deliberations of the same.
- Participate in the different stages of the processing of the petitions at the Inter-American Commission on Human Rights.
- Maintain ongoing communication with the direct supervisor, the Initial Study Section and other IACHR Executive Secretariat sections.

**Within the Admissibility Section:**

- Participate in the initial assessment of the admissibility of complaints received.
- Prepare draft admissibility and inadmissibility reports for the IACHR consideration.
- Maintain ongoing communication with other IACHR Executive Secretariat sections and outside actors.

**Within the Cases Section:**

- Implement the individual petition system governed by the inter-American human rights instruments.
- Prepare draft merits reports for IACHR consideration.
- Participate in the different stages of the procedure of the cases before the Inter-American Court of Human Rights; prepare memorials and draft observations.

- Maintain ongoing communication with other IACHR Executive Secretariat sections and outside actors.

#### **Within Precautionary Measures Section:**

- Prepare evaluation projects requests for precautionary measures assigned by the Section's Coordinator pursuant to Article 25 of the IACHR's Rules of Procedure. The matters to be evaluated will have an estimated 10 to 70 requests, depending on whether they are matters in the study stage, requests for information, or current precautionary measures.
- Prepare monthly correspondence instructions related to precautionary measures and updating their status in the Section's portfolio.
- Prepare fact sheets for the holding of hearings and working meetings on precautionary measures.
- Prepare draft requests for provisional measures to the Inter-American Court of Human Rights and observations on the implementation of the provisional measures in force.

#### **QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE:**

- Juris Doctor or First University Degree (Bachelor's) in law, international public law or human rights issued by a duly accredited institution.
- Five years of relevant experience in similar positions at the national and/or international level, or Advanced University Degree (Master) issued by a duly accredited institution and 3 years of relevant experience.
- Knowledge of international legal standards related to human rights and international 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

**Please submit the above required documents to [CIDH\\_CPR@oas.org](mailto:CIDH_CPR@oas.org) and indicate the title of the consultancy for which you are applying in the subject line (**CONSULTANT - HUMAN RIGHTS LAWYER – CASES**)**

*We encourage women, members of the LGBTI community, Afro-descendants and persons of indigenous origins to apply.*

**DEADLINE TO SUBMIT IS: 11:59 PM, April 16, 2019.**