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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:
INTERNATIONAL RELATIONS
CONSULTANT**

Office of Administration and Institutional Affairs

Type of Appointment:	Consultancy
Organizational Unit:	Executive Secretariat of the Inter-American Commission on Human Rights
Start Date:	February 1 st , 2021
Duration:	4 months, possibility of extension depending on availability of funds
Consulting Fee:	\$7,000 USD/month
Duty Station:	Washington, DC (Due to COVID-19 restrictions, the selected person will work remotely until further notice)
Description:	International Relations Consultant

Objective: Provide support to the work of the Institutional Affairs Section of the Office of Administration and Institutional Affairs (OAAI), with a particular emphasis to assist the Executive Secretariat of the Inter-American Commission on Human Rights in its relation with OAS Member States, Observer States and Political Bodies, as well as UN and Regional Human Right Bodies.

Duties and Responsibilities:

- Serve as liaison and focal point between the ES/IACHR and OAS Member States, Observer States and Political bodies, particularly the OAS Permanent Council and its Commission on Juridical and Political Affairs.
- Attend to and respond to verbal and written consultations from OAS Member States and Observer States in coordination with different areas of the ES/IACHR, in order to provide a timely response to such inquiries.
- Draft verbal notes, letters and responses to official communications sent by the OAS Member States.
- Organize, draft preparatory documents and participate in dialogues and/or meetings with representatives of OAS Member States (bilateral or regional groups). Prepare summaries of such meetings.
- Prepare summaries of meetings and keep the ES/IACHR properly informed on relevant discussions related to Human Rights taking place in OAS Political Bodies.
- Promote the implementation of Program 13 of the IACHR Strategic Plan 2017-2021, "Cooperation and Coordination Program with the Universal Human Rights System and other international agencies"; serve as a focal point for cooperation with the United Nations, especially in the preparation and articulation of the following initiatives: a. Joint Mechanism of Human Rights Defenders with the Office of the United Nations High Commissioner for Human Rights Human rights; b. Participation in sessions of the Human Rights Council and holding parallel events. c. Sending contributions to the Universal Periodic Review of countries in the region; d. Promotion of cooperation on the follow-up of recommendations.

- Promote the implementation of Program 14 of the IACHR Strategic Plan 2017-2021, "Program of Coordination and Complementarity with Regional Systems and Sub-Regional Mechanisms in the Area of Human Rights "; serve as a focal point for dialogue between the different regional human rights bodies; monitor developments and opportunities for coordination; prepare and articulate initiatives with a view to strengthening these alliances through ongoing exchanges of information and organization of meetings with different regional human rights bodies.
- Prepare and deliver reports requested by the IACHR, the Executive Secretary and the Senior Officer in Charge of the Office of Administration and Institutional Affairs.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Juris Doctor or First University Degree (Bachelor's) in law, international relations, political science or other related studies, issued by a duly accredited institution.
- Seven 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 5 years 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 – Fluency in Spanish and English (read, write and communicate)

Desirable – Working knowledge of French and/or Portuguese

Applications: Please submit current resume, including three academic and/or employment references, a list of any relevant publications, and a letter of interest detailing qualifications and interest in the consultancy by December 8th, 2020.

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 (**CONSULTANT – INTERNATIONAL RELATIONS CONSULTANT – Institutional Affairs**)

Diversity policy: The Inter-American Commission on Human Rights is committed to diversity and inclusion, as well as to equality of opportunities for all candidates. We embrace diversity on the basis of gender, age, education, national origin, race and ethnicity, disability, sexual orientation, and religion. We encourage indigenous persons, LGBTI persons and afro-descendant persons to submit their applications.