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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:  
CONSULTANT  
Planning and Project Monitoring**

<b>Type of Appointment:</b>	Consultancy
<b>Organizational Unit:</b>	Executive Secretariat of the Inter-American Commission on Human Rights
<b>Start Date:</b>	April 1 <sup>st</sup> , 2024
<b>Duration:</b>	6 months, possibility of extension depending on availability of funds
<b>Consulting Fee:</b>	\$7,600/month
<b>Duty Station:</b>	Washington, DC
<b>Description:</b>	<b>Planning and Project Monitoring - Consultant</b>

**Objective:** Provide professional services to IACHR on the monitoring the progress of projects assigned, reviewing progress and final reports under the direct direction of the Section Coordinator.

**Duties and responsibilities:**

- 1) Prepare proposals on human rights issues in accordance with the requirements set forth by donors and ensure their completeness under supervision of the Section Coordinator
- 2) Design projects, define scopes, purposes, objectives, goals, indicators and logical frameworks according to OAS established methodologies as well as requirements set forth by donors
- 3) Advise the IACHR team in the formulation of program/project plan, results oriented objectives and performance indicators for their projects.
- 4) Oversee the implementation of all project activities, ensuring that performance schedules are observed, outputs completed, and project targets are reached on schedule and within budget
- 5) Provide advice and recommendations to the Section Coordinator on key issues relating to the projects, the preparation of reports, systemic issues and patterns arising from the projects;
- 6) Contribute to activities concerning knowledge management and information sharing skills
- 7) Conducting the monitoring of the indicators of the IACHR Strategic Plan 2023-2027 and providing support to prepare the report on the balance of their implementation.
- 8) Issue drafts for the Section's input to internal and external reports, among them, the IACHR's Annual Report and the Executive Secretary's reports.

**Qualifications:**

**Education and Experience:**

The minimum requirement is for an advanced University degree in economics, law, international relations, administration, social sciences or a development related field. A minimum of five years of relevant experience in project planning and monitoring.

**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 human rights system.

**Languages:** Proficiency in English and Spanish is required.

**Skills:**

- Knowledge of project management concepts and experience in project management
- Knowledge of the OAS system, particularly with respect to the management of projects
- Experience in working with international donors on project design and implementation
- Knowledge of the inter-American institutions in general and thorough knowledge and understanding of the OAS.
- Knowledge on Inter-American Human Rights Systems is high desirable
- Experience in conducting research, analyze the data from that research, apply sound judgment leading to developing rational conclusions.
- Ability to meet deadlines, working under pressure, effectively leading, guiding, motivating, coordinating and organizing people at all levels.
- Experience in working in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Experience in establishing and maintaining effective work relations with high level officers and other staff members of the OAS at all levels.

**Applications:** Please submit current CV, 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.

Please submit your application to <https://airtable.com/appDbkfGSeE0L9hsi/shrVVlg8hOdp5MB3P>

**DEADLINE TO SUBMIT IS: 5:30 PM on March 6th, 2024.**

The GS/OAS embraces equality, diversity, and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will consider a wide geographic representation, as well as gender equity and equality, in the selection of candidates.