



Organization of  
American States

## Human Rights Specialist – P03

Grade:	<b>P03</b>
Type of Appointment:	<b>Short Term - Series A</b>
Duration of Contract:	<b>6 months</b>
Secretary/Department/Off.:	<b>The Exec. Secretariat of the Inter-American Commission on Human Rights</b>
Announcement Number:	<b>ST-EO/10/13</b>
Duty Station:	<b>US - Washington D.C.</b>
Job Family:	<b>Human Rights Commission</b>
Job Category:	<b>Professionals and Higher Categories</b>
Recruitment Type:	<b>External</b>
Employment Schedule:	<b>Full time</b>
Publication Date:	<b>2/15/13</b>
Closing Date:	<b>3/1/13</b>
# of Openings:	<b>1</b>

Basic Salary (net of taxes):

Basic with Dependents:	<b>N/A</b>
Basic without Dependents:	<b>56,091.00</b>

Post Adjustment (net of taxes):

With Dependents:	<b>N/A</b>
Without Dependents:	<b>27,148.00</b>

---

## Description

### DUTIES AND RESPONSIBILITIES:

#### 1. Case processing and reporting

- Coordinate the preparation and presentation of contentious cases and requests for advisory opinions before the Inter-American Court: conduct legal research and analysis, draft briefs, manage case correspondence, identify and collect evidence, coordinate the presentation of

- witnesses, and may participate or help prepare arguments and witness testimony to be presented before the Court
- Manage a portfolio of cases according to procedural stage and complexity.
  - Draft reports on cases for Commission review based on consultation with the Executive Secretariat and the IACHR.
  - Issue pertinent drafts of documents in relation to evaluations of petitions and urgent measures concerning the Member States comprised in the Section's portfolio.
  - Provide policy advice and recommendations to the Supervisor and/or Section Chief 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.
  - Ensure 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.

## 2. Researching and monitoring the situation (political, legal, human rights) in the Member States comprised in the Section's mandate

- Provide advice to IACHR Country Rapporteurs for the Member States.
- Contribute to the deliveries of the Section to on-site visits, and country and special reports concerning the Member States. This requires gathering and evaluating data from a wide range of sources, legal research and analysis, editing and translating documents, and the drafting of reports for publication, pursuant to Commission approval.
- Prepare and deliver the materials necessary for the planning of public hearings during IACHR sessions.
- Maintain communications with representatives of the Member States comprised in the Section's portfolio, as well as petitioners, organizations of civil society and other stakeholders; and warning the Section Coordinator of any communications requiring top management attention.

## 3. Other duties and responsibilities

- Carry out legal research and legal analyses requested by the Supervisor/Section Chief.
- Provide advice to the Supervisor/Section Chief in relation to the design and implementation of working methodologies common to all IACHR Sections.
- Issue 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.
- Participate in meetings, conferences and other academic or promotion activities.
- Perform other related duties as assigned, including replacing and backstopping for others.

### **QUALIFICATIONS:**

### **EDUCATION & EXPERIENCE:**

**Essential:** Juris Doctor or First University Degree (Bachelor's) in law, international public law or human rights and 7 years of relevant experience at the national or international level **OR** Advanced University Degree (Master's) in one of the above fields and 4 years of relevant experience **OR** Doctorate and 1 year of relevant experience. Knowledge of the jurisprudence of the inter-American system required. Preference will be given to candidates with demonstrated capacity to litigate

before international tribunals. **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. Word, Excel, PowerPoint, Outlook, and other applications such as Oracle, Visio, Access, Share Point) and software applicable to the area of work.

**INTERPERSONAL SKILLS:** Demonstrated communication skills (verbal and written); tact, discretion and diplomacy; sound presentation skills.

**LANGUAGES: Essential** – Proficient in English and Spanish (read, write and communicate); **Desirable** – Working knowledge of French and/or Portuguese.

**PERSONAL COMPETENCIES:** Client Orientation, Knowledge Sharing, Teamwork, Interpersonal Skills. Ability to clearly communicate in the languages required for the post.

**OTHER REQUIREMENTS:**

- Candidates are required to submit an essay in English and/or Spanish related to the work of the Commission in relation to the contentious jurisdiction of the Court (5 pages). This document should not be a version edited by third parties.
- Broad knowledge of International Law of Human Rights and domestic law of OAS member countries. Knowledge of the international mechanisms of protection of human rights.
- Ability to research legal issues and work in the preparation of reports and recommendations.

The only way to apply for this post is through the OAS system. Please visit <http://ch.tbe.taleo.net/CH15/ats/careers/requisition.jsp?org=OAS2&cws=1&rid=178>  
This link will work only as long as the vacancy is open for applications (March 1, 2013)