



# Organization of American States

## Human Rights Specialist – P02

Grade:	<b>P02</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/99/13</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>9/23/13</b>
Closing Date:	<b>10/7/13</b>
# of Openings:	<b>1</b>

### Basic Salary (net of taxes):

Basic with Dependents:	<b>n/a</b>
Basic without Dependents:	<b>46,730 .00</b>

### Post Adjustment (net of taxes):

With Dependents:	<b>n/a</b>
Without Dependents:	<b>23,645 .00</b>

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## Description

### **DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Executive Secretary of the Inter-American Commission on Human Rights (IACHR), directly or through the corresponding Specialist and under their general supervision, the Human Rights Specialist will be responsible for the following duties:

#### 1. Case processing and reporting

Implement the individual petition system governed by the inter-American human rights instruments, initially assessing the admissibility of complaints received against member states assigned and applying the relevant procedures.

Manage case correspondence which includes requests for information from the parties to fully develop the claims; analyze claims according to the pertinent systemic norms; coordinate case hearings, and draft case reports setting forth conclusions and recommendations for Commission consideration.

Participate in 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.

Advise petitioners and state representatives on the application of petition procedures and other matters related to human rights. Provide technical advisory services for other organs or agencies of the Organization, in relation to drafting and implementation of juridical international instruments in the field of human rights.

#### 2. Research and monitoring:

Conduct legal research pertinent to specific cases;

Engage in fact finding on numerous situations and cases, and drafts reports or sections of reports for review by senior staff.

Organize, coordinate, and participate in on-site visits conducted by the Commission: develop draft program of activities; manage logistical arrangements; facilitate meetings between Commission members and Government officials, representatives of local non-governmental organizations and other groups, victims and their relatives, draft reports and recommendations for publication pending Commission approval.

Monitor the overall situation of human rights in the member states assigned by contacting and maintaining sources, collecting and reviewing information, coordinating general hearings before the Commission, and consulting with the Commission Rapporteur.

Prepare special reports on the situation of human rights in member states assigned and on selected human rights issues. This requires gathering and evaluating data from a wide range of sources, legal research and analysis, and the drafting of reports for publication, pursuant to Commission approval.

#### 3. Other

Engage in promotional activities such as seminars and conferences on human rights issues.

Perform other related duties as assigned, including replacing and backstopping for others.  
Prepare country reports and thematic reports studies. This requires editing and translating the documents that need to be published by the IACHR in relation to human rights violations in the Member States.

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

Essential: Juris Doctor or First University Degree (Bachelor's) in law, international public law or human rights issued by a duly accredited institution and 4 years of relevant experience in similar positions at the national and/or international level OR Advanced University Degree (Master's) in one of the fields listed above and 2 years of relevant experience. Knowledge of the principles and theories of international public law and 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; experience working in an individual case 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 – 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 a critical analysis of a recent decision of the Inter-American Commission or 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=304>  
This link will work only as long as the vacancy is open for applications.