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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 PROFESSIONAL-CONSULTANT for the CASES SECTION (Court Group)**

<b>Type of Appointment:</b>	Consultancy
<b>Organizational Unit:</b>	Executive Secretariat of the Inter-American Commission on Human Rights, Petitions and Cases Area, Cases Section (Court Group)
<b>Start Date:</b>	June 1 <sup>st</sup> , 2017 (starting date may vary by two weeks)
<b>Duration:</b>	4 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 Professional-Consultant</b>

**Duties and Responsibilities:**

1. Within delegated authority, implement the individual petition system governed by the inter-American human rights instruments, assessing the different mandates of the Commission before the Inter-American Court of Human Rights.
2. Prepare draft merits reports for the IACHR consideration and provide technical assistance to the IACHR in their deliberations of the same.
3. Participate in the different stages of the procedure of the cases before the Inter-American Court of Human Rights, including the preparation of the submission of cases and the preparation of written submissions regarding preliminary objections, acknowledgments of responsibility and final observations.
4. Participate in the other mandates before the Inter-American Court including provisional measures, supervision on compliance and advisory opinions.
5. Participate in the Rapid and Integrated Response Coordination Unit
6. Maintain ongoing communication with other IACHR Executive Secretariat sections and outside actors.
7. Draft, review and approve sections of IACHR reports (annual reports, country or thematic reports, or other relevant reports).

8. Perform other related duties as assigned, including replacing and supporting others.

**Education and Experience:**

**Essential:**

- Juris Doctor or First University Degree (Bachelor's) in law, international public law or human rights, or in other related studies, issued by a duly accredited institution.
- Five years of relevant experience in positions related to human rights 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 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 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 [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 (HUMAN RIGHTS PROFESSIONAL-CONSULTANT for the CASES SECTION)

**DEADLINE TO SUBMIT IS: 11:59 PM Wednesday, May 17, 2017**