

## Human Rights Specialist

Grade:	<b>P03</b>
Type of Appointment:	<b>Short Term - Series A</b>
Duration of Contract:	<b>12 months</b>
Secretary/Department/Off.:	<b>The Exec. Secretariat of the Inter-American Commission on Human Rights</b>
Announcement Number:	<b>ST-EO/47/12</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>11/20/12</b>
Closing Date:	<b>12/7/12</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>

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## Description

### DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Special Rapporteur for Freedom of Expression and in coordination with the Executive Secretariat, the Human Rights Specialist carries out the following activities:

#### 1. Case processing and reporting

- Manage a portfolio of cases according to procedural stage and complexity.
- Draft reports on cases according to the Special Rapporteur directions and based on consultation with the Executive Secretariat and the IACHR.
- Issue pertinent drafts of documents in relation to evaluations of petitions and precautionary 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.
- 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, including the Office of the Special Rapporteur 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:** First University Degree (Bachelor's) in law, international public law or human rights issued by a duly accredited institution and 7 years of relevant experience at the national and/or international level including at least two years of experience working with the Inter-American system of human rights **OR** Advanced University Degree (Master's) in one of the fields listed above and 4 years of relevant experience **OR** Doctorate and 1 year of relevant experience. Experience working in the field of freedom of expression and interacting with high-ranking officials in governments, international, intergovernmental and non-governmental organizations is required. **Desirable:** Studies in freedom of expression. Experience in academic research and, especially, experience in litigation in the Inter-American system of human rights or research related to the freedom of expression. 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** – Proficient in Spanish and English (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:**

- Applicants are required to submit two reports written by the candidate in two different official languages of the OAS (English and Spanish). This document should not be a version edited by third parties.
- In-depth understanding of public international law, the international law of human rights, international humanitarian law and international law pertaining to the hemisphere; thorough knowledge of OAS and IACHR and Court instruments and procedures so as to properly advise the IACHR, member States, NGOs and outsiders seeking information about the system.
- Sound knowledge of one, and considerable knowledge of the other two of the following legal systems is necessary: Latin America, the Caribbean and North America.
- Knowledge of the mechanisms for international protection of human rights, with special emphasis in the Inter-American system will be highly considered.
- In-depth knowledge of the international law applicable to the protection for freedom of expression.
- Sensitivity to the political, economic and social issues in order to conduct research and analysis, case decision-making and recommendations, and to relate human rights issues to the broader systemic issues.
- Ability to participate and conduct research on legal issues will also be given special consideration.
- Excellent communication skills, both oral and written, to be able to make sound and reasonable arguments for cases. Written skills are required to draft studies and reports, cogently present findings to members of the IACHR and staff of the Executive Secretariat and exchange information with diplomatic representatives of the Permanent Missions to the OAS.
- Tact, sound judgment, diplomacy and discretion in the handling of highly sensitive programs and intelligence.
- Ability to work in a team environment and under pressure.