

**General Secretariat - Organization of American States
Summits of the Americas Secretariat**

**Call for Resumes
Consultant in Communications and Web Management**

Start Date: July 16, 2018

Remuneration: Commensurate with experience and education

Duty Station: Washington, D.C.

Deadline for Applications: June 28, 2018

Description

The [Summits of the Americas Secretariat](#) (SAS), under the auspices of the [Organization of American States](#) (OAS), acts as the institutional memory and technical secretariat to the Summit process, supports the countries in Summit follow-up and preparation for future summits, coordinates the support of the OAS in the implementation of Summit mandates, and chairs the [Joint Summit Working Group](#), which brings together international and Inter-American agencies.

The consultant will report to the Head of the Summits of the Americas Secretariat of the Secretary for Hemispheric Affairs (SHA).

The consultant will support the Summits of the Americas Secretariat in the following ways:

1. Maintain the online presence of the SAS and provide regular design and content updates to the website.
2. Research, write, edit, design and format bi-monthly electronic bulletins and prepare other publications.
3. Collaborate in the development and execution of a communication strategy in follow-up to the [Eighth Summit of the Americas](#).
4. Continue to expand the SAS Social media footprint through engagement in [Facebook](#), [Twitter](#) and other channels.
5. Administer and manage the operation of the [Summits Virtual Community](#) (SVC).

Responsibilities:

- Leads the design and development of the Summits of the Americas Website, consisting of a comprehensive range of sites upon which the SAS relies on for uninterrupted operation. Assist in the development and implementation, in coordination with SAS staff, of overall policies and procedures for online structure, format, and usage, and promote participation in and use of web activities.
- Under the supervision of the Head of the SAS, collaborate in the development and implementation of a communications strategy in follow-up to the Eighth Summit of the Americas to present information about Summit activities to stakeholders and participants.
- Responsible for researching, writing, editing, and designing of electronic bulletins and related materials of the SAS including the bi-monthly "[Did You Know...?](#)" and manage their dissemination and related correspondence. Guide and assist external contributors with

editorial and publishing-related issues, as appropriate. The news brief highlights summit mandate implementation and increases public awareness of the Summits Process.

- Continue to engage through social media such as Facebook, Twitter and Instagram with online audiences so as to promote the Summits of the Americas.
- Administer the operation of the SVC, an online space for Summits stakeholders and OAS Member States. The SVC provides an open discussion on the progress made and the challenges being faced towards implementing the mandates and commitments of the Summits of the Americas. This community has been created using Drupal Technology.
- Provide technical support in regular and special meetings held at, and outside Headquarters.
- Prepare and deliver briefing materials, presentations and publications on the Summits Process that reflect the work of the SAS.
- Respond to a variety of inquiries and information requests internally and externally; prepare related correspondence.

Coordination and Supervision with the Press and Communications Department

The Consultant will work in coordination with the Press and Communications Department following its policies and guidelines.

All press and/or communications content (including, among others but not exclusively, informative bulletins, messages in social media, contents for webpages, physical functions, promotional materials) produced by the consultant must be approved by the Press and Communications Department before its publication or diffusion.

The Press and Communications Department will be able to call upon the work of the consultant for work not strictly related with the contracting Department or Secretariat when the needs of the Organization require, and for work exclusively related to his/her abilities and professional experience.

Coordination and Supervision with the Department of Information and Technology Services (DOITS)

The consultant must respect and utilize the platform and development standards that the SG/OAS operates. The work executed by the consultant shall be analyzed by the Informational Security Area prior to publishing. The DOITS will provide the consultant with all necessary assistance in order to ensure smooth operation of the website and related content. Any actions outside of these parameters will not be granted permission or published in the SG/OAS technology infrastructure.

Requirements:

The consultant must have demonstrable knowledge and experience in the management of ICTs and exceptional communication skills, both oral and written, in English and Spanish.

- Advanced university degree in computer science or other related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.
- At least 2 years of relevant experience in International and Multilateral Organizations or related and 3 years of experience in website design, and development. Specialized training in Web Design and Development, HTML, Java, CSS, Share Point/Front Page, WordPress and

Drupal. Graphic design knowledge and experience in Adobe Photoshop and In Design is desired.

- Experience or knowledge of OAS mandates and priorities as related to the Summits of the Americas and the Inter-American System or willingness to learn.
- Basic knowledge of Drupal in the management of the Summits Virtual Community. Ability to adapt and be innovative as new challenges arise.
- Desirable: Working knowledge of French and/or Portuguese.
- Proficient in Microsoft Office (Outlook, Word, Publisher, PowerPoint and Excel).

Application:

- A letter of interest detailing requisite qualifications and interest in the consultancy.
- An updated resume
- Academic and/or employment references.
- Please send the completed application (cover letter, resume, and references) with the subject title: **Application for Communication and Web Management Consultant** via email to summit-info@oas.org by June 22, 2018.
- Candidates may be invited to an interview.