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American States | More rights  
for more people

**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES  
INTER-AMERICAN COMMISSION ON HUMAN RIGHTS  
ASSISTANT EXECUTIVE SECRETARIAT FOR PETITION AND CASES - CASES SECTIONS**

**Call for Resumes:  
Human Rights Consultant  
Assistant Executive Secretariat for Petition and Cases - Cases Sections**

**Type of Appointment:** Consultancy

**Organizational Unit:** Assistant Executive Secretariat for Petition and Cases - Cases Sections

**Duration:** At least 6 months of contract

**Consulting Fee:** Per proofread word

**Duty Station:** Remote

**Description:** Proofreading/Editing Consultant

**Consultancy opportunity number:** CFR/35/24

**Duties and Responsibilities:**

- Perform style editing of 320,000 words per month from Spanish to English.
- Proofreading/editing services for legal documents that have been software translated from Spanish to English.
- Ensure accuracy in grammar, syntax, and context in the translated content.
- Verify and correct legal terminology to maintain consistency with English legal standards.
- Identify and address errors or inconsistencies in the translation that affect legal meaning.
- Review for clarity and ensure the content is coherent and legally sound for English-speaking audiences.
- Refine sentence structure, tone, and flow to enhance readability in English.
- Ensure consistency across large volumes of text, maintaining professional English writing standards.
- Adapt the style and format of the translation to suit the intended audience and context.

**Education and Experience:**

**Essential:**

- Bachelor's Degree in Translation and Interpretation, or other related studies, issued by a duly accredited institution.
- Seven years of relevant experience in similar positions at the national and/or international level, or Advanced University Degree (Master) issued by a duly accredited institution and 5 years of relevant experience.

**Desirable:** Reviewing legal or human rights documents, ensuring accuracy in language, terminology, and formatting, particularly between Spanish and English. Familiarity with legal terminology, bilingual proficiency, and experience editing machine-translated texts.

**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 resume, including three employment references, and a letter of interest detailing qualifications and interest in the consultancy by December 17<sup>th</sup> at 5:30 PM EST.

Please submit the above required documents to:

<https://airtable.com/appDbkfGSeE0L9hs1/pagscL60W8PsPuhZ5/form>

**Diversity policy:** *The Inter-American Commission on Human Rights is committed to diversity and inclusion, as well as to equality of opportunities for all candidates. We embrace diversity based on gender, age, education, national origin, race and ethnicity, disability, sexual orientation, and religion. We encourage indigenous persons, LGBTI persons and afro-descendant persons to submit their applications.*

**The GS/OAS embraces equality, diversity, and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will consider a wide geographic representation, as well as gender equity and equality, in the selection of candidates.**