



JOB OPENING **TERMS AND CONDITIONS**

JOB OPENING CODE: SP-SELA-C-002-2023

POSITION: AREA COORDINATOR
AREA: SOCIAL DEVELOPMENT

BACKGROUND

The Permanent Secretariat of the Latin American and Caribbean Economic System is an international organisation with legal personality, in accordance with the provisions of Article 2 of the Panama Convention Establishing the Latin American Economic System. It also enjoys the privileges and immunities recognised by the Headquarters Agreement signed with the Bolivarian Republic of Venezuela on 27 May 1978.

The objectives of the Latin American and Caribbean Economic System SELA are, among others, to promote regional cooperation in order to achieve an integrated, self-sustained and independent development, as well as to support the integration processes of the region and encourage coordination among them, or with Member States of SELA, particularly with respect to those activities aimed at promoting greater harmonization, duly respecting the commitments made within the framework of such processes; to promote the formulation and implementation of economic and social programmes and projects of interest to the Member States; to act as a mechanism for consultation and coordination within Latin American for the purpose of formulation common position and strategies on economic and social matters before third countries, groups of countries and in international organizations and forums; to promote within the context of the objectives of SELA relating to intra-regional cooperation means to ensure preferential treatment for the relatively less developed countries and special measures for countries with limited markets and for those whose landlocked condition affects their development, taking into account the economic situation of each of the Member States.

According to the provisions set forth in Decision N° 589 of the Latin American Council on 30 November 2021, approving a personnel structure with a direct reporting line made up of coordinators and advisors who should respond to the goals set out in the Work Programme and the financial capacity of the institution, the thematic areas must have the support of high-level professionals, who will be responsible for the execution of the assigned Work Programmes and must have the professional profile and the necessary experience to achieve the objectives set.

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Belize	Ecuador	México	Suriname	Apartado 17035 Caracas 1010-A
Bolivia	El Salvador	Nicaragua	Trinidad y Tobago	Teléfono: (58-212) 955 71 11 (master)
Brasil	Guatemala	Panamá	Uruguay	Fax: (58-212) 951 52 92 / 951 69 01
		Venezuela		sela_sp@sela.org sela@sela.org
				http://www.sela.org

OBJECTIVE OF THE POSITION

Develop, coordinate and manage the projects and activities of the Work Programme corresponding to the Social Development area of the Permanent Secretariat of SELA, in line with the Work Programme and the Sustainable Development Goals (SDGs) of the United Nations.

The projects in the Social Development area are aimed at contributing to the fulfilment of the following strategic goals:

- a) Promote social development in the region.
- b) Contribute to the improvement of social development indicators in the region in a sustainable and resilient way.
- c) Develop and disseminate knowledge necessary for the implementation of social development policies.
- d) Contribute to the establishment of regional structures that contribute to the reduction of vulnerabilities.
- e) Contribute to the achievement of a greater use of the opportunities for development offered by human mobility.

FUNCTIONS AND RESPONSIBILITIES

The Area Coordinator will conduct his/her work at the headquarters of the Permanent Secretariat of SELA in Caracas, under the supervision of the Permanent Secretary.

In this regard, he/she will be responsible for the following functions:

- Promote the pillars of SELA's current Work Programme, through the strategic planning of initiatives in the Social Development area, establishing priorities and coordinating internal and external work teams to ensure compliance with the objectives of the institution.
- Coordinate the implementation of SELA's current Work Programme and lead coordination meetings with other officials in the institution, counterparts and/or external specialists, when necessary.
- Manage collaborative initiatives between the different departments of the institution, in order to ensure the correspondence of the actions and work plans.
- Design, manage and lead the work plan and schedule of the Social Development Coordination and follow up on the initiatives proposed.
- Collaborate in updating and promoting the use of qualitative and quantitative tools to measure the degree of progress of regional integration processes in the areas of its competence.
- Maintain constant communication and relations with multilateral and academic reference organisations linked to the area of work.

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- Present the annual compendium of analytical documents prepared by the Coordination on innovation, systems, programmes and national and regional proposals that contribute to the fulfilment of the objectives of the Work Programme of the Social Development area.
- Collaborate in updating and promoting the use of qualitative and quantitative tools to measure the degree of progress of regional integration processes.
- Follow up on and apply tools to measure the impact and/or acceptance of the proposals included in the coordination projects, after their presentation, dissemination and/or implementation.
- Identify and manage cooperation projects that contribute to SELA's Work Programme.
- Any other function inherent to the position that may be entrusted to him/her by the Permanent Secretary.

REQUIREMENTS

A professional from any of SELA Member States, with a university degree in economic sciences, social sciences, international relations and/or a similar field, with a master's degree or specialization in the social development, public policies, migration or any other relevant to the Social Development area.

The age limit for serving in the Permanent Secretariat shall be 65 years, after which officials shall automatically cease to hold office.

GENERAL EXPERIENCE

- Minimum 10 years of work experience in areas related to the job description.
- Analytical skills.
- Proven transformational leadership, strategic thinking, planning, management and presentation skills.
- Experience in monitoring and managing activities, as well as developing cooperation projects and evaluating project results.
- Ability to establish and maintain effective collaborative working relationships, both internally and externally.
- Ability to lead and manage projects, manage budgets, generate reports, monitor and evaluate results.
- Develop and implement social development concepts and plans.

SPECIFIC EXPERIENCE

- At least 5 years of professional experience in international organisations (not limited).
- Proficiency in oral and written English, advanced level preferably, or another official language of SELA.
- Analysis of indicators, data management and knowledge of the latest trends and innovations in the area.

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- Appropriate handling of digital platforms and applications.

CONDITIONS

The work will be conducted in the Bolivarian Republic of Venezuela.

1. Base salary: US\$ 4,540.00 (four thousand five hundred forty and 00/100 US dollars).
2. The contract term is 3 years and can be extended for up to 5 years.
3. Additional benefits
 - Transportation from the country of origin.
 - Installation expenses (installation allowance, payment of airfare, transportation of personal effects) to the Bolivarian Republic of Venezuela.
 - Family allowance (six-monthly).
 - Pension Fund in accordance with the provisions of the Staff Manual.
 - Life and funeral insurance.
 - International health policy (HCM).
 - Home leave travel (biannual).
1. Compensation for termination of contract
 - Indemnity for years of uninterrupted service in accordance with the provisions of the Staff Manual.
 - Repatriation grant (where the country of origin is different from the host country).
 - Transportation of personal effects upon return to home country in accordance with the provisions of the Staff Manual.
- 5 Privileges and immunities: The Permanent Secretariat enjoys privileges and immunities. Nothing in these terms of reference shall therefore be construed as a suspension or waiver of such privileges and immunities.
- 6 Labour regime and dispute settlement: The labour regime will be based of the Panama Convention, the Regulations of the Secretariat, the Staff Manual and the contract itself. By virtue of its privileges and immunities, the Permanent Secretariat does not submit to any national jurisdiction. The contract shall provide, in this regard, the applicable mechanism for the settlement of any disputes, privileging an amicable and direct settlement.

SCHEDULE FOR THE SELECTION PROCESS

The schedule for the selection process is as follows:

N°	Process	Date
1	Job opening	12 to 24 April 2023
2	Evaluation of applications and selection of the candidate	25 April - 03 May 2023
3	Notification to the candidate	08 May 2023
4	Duties start date	22 May 2023

This schedule is subject to changes by the Permanent Secretariat as it may deem it necessary.

SELECTION PROCEDURE

Applicants, within the deadline set out in the schedule, must send to this e-mail: selaconvocatorias@sela.org the following requirements:

- a) **Presentation Letter** signed by the applicant;
- b) **Properly fill out the attached form**; and
- c) **DOCUMENTED resume**, accrediting compliance with the requirements established in the job opening.

IMPORTANT:

1. Applications that do not duly comply with the conditions set forth in the aforementioned paragraphs on the Selection Process or that are received after the established deadline will not be taken into consideration.
2. The information and documents submitted by the candidates in the application and selection process shall have the character of an "*Affidavit*" for the purposes of this job opening and the eventual selection and hiring of the candidate.
3. The information provided by applicants shall remain confidential, as well as the evaluations resulting from the selection process.
4. Only the selected candidate will be informed of the result of the curricular evaluation.
5. A virtual interview will be conducted with the pre-selected candidates.

6. The age limit for serving in the Permanent Secretariat shall be 65 years, after which the official shall automatically cease to hold office.
7. The above information is considered to be sufficient for applicants; consequently, inquiries will be answered, exceptionally, by electronic means at the following address: selaconvocatorias@sela.org

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