

Executive Director

United States-Peru Trade Promotion Agreement Secretariat for Submissions on Environmental Enforcement Matters

Introduction

This position of Executive Director is with the Secretariat for Submissions on Environmental Enforcement Matters (established pursuant to the U.S.-Peru Trade Promotion Agreement (TPA)), which is housed in the General Secretariat of the Organization of American States (GS/OAS) in Washington, DC.

On 9 June 2015, the United States and Peru signed an Understanding for Implementing Article 18.8 of the TPA (Understanding), which came into force on March 23, 2016. The Understanding specifies that the Secretariat shall comprise an Executive Director and, as appropriate to carry out its functions, professional, technical-support and administrative staff. The Executive Director shall operate under the sole direction and supervision of the Environmental Affairs Council (Council) established under Article 18.6 of the TPA. The Council has the authority, pursuant to Article 18.6(2)(f) of the TPA, to designate the Executive Director and any professional staff for appointment to the OAS or any other entity where the Secretariat is housed.

General Responsibilities

The Executive Director will carry out the functions assigned to the Secretariat in Articles 18.8 (Submissions on Enforcement Matters) and 18.9 (Factual Records and Related Cooperation) of Chapter 18 (Environment) of the TPA and in the Understanding.

Specific Responsibilities

In particular, the Executive Director will be responsible for:

- receiving and considering submissions under Article 18.8 of the TPA and in accordance with any working procedures approved by the Council;
- determining whether such a submission merits a response from a Party;
- determining and informing the Council whether such a submission warrants development of a factual record;
- preparing factual records when any member of the Council instructs it to do so;
- preparing annual reports, work plans, and budgets to the Council for approval;
- communicating effectively with the Council and U.S. and Peruvian Environment and Trade Contact Points;

- ensuring an effective, up-to-date, and easily accessible website is established and maintained for the Secretariat, in English and Spanish;
- selecting the Secretariat's technical-support and administrative staff in accordance with procedures established by the Council;
- managing the Secretariat's professional, technical-support and administrative staff; and
- Undertaking other activities related to fulfilling Secretariat obligations in Articles 18.8 and 18.9 of the TPA, the Understanding, and Council Decisions related to operation of the Secretariat.

Knowledge, Experience, and Qualifications Required for the Position

Candidates should:

- have completed post graduate work, preferably in law;
- have at least 7 years of relevant expertise in environmental law or international trade law or its implementation, preferably in both;
- have demonstrated knowledge of Chapter 18 of the TPA;
- have, in addition, experience in any of the following areas with respect to the United States or Peru:
 - public policy-making,
 - inter-governmental relations,
 - international or regional institutions,
 - knowledge of issues related to environmental and/or international trade matters, particularly in both countries;
- possess superior writing, speaking, analytical, interpersonal, and public speaking skills;
- be professionally fluent in written and spoken English and Spanish; and
- be a national of the United States.

Salary

Salary is dependent on experience up to an amount specified by the Council, in addition to any benefits that may be offered.

Procedure for Applying

Interested candidates should send the following information in English and Spanish to the appropriate contact points for each Party **by May 14, 2020**:

- curriculum vitae;
- writing sample*;
- at least 3 references.

* The candidate must have drafted the writing sample in both languages him/herself.

Contact Points

Applicants should send the above information to:

Brian Bedell, Bureau of Oceans and International Environmental and Scientific Affairs, U.S. Department of State, BedellBT@state.gov ;

Tia Potskhverashvili, Environment and Natural Resources, Office of the U.S. Trade Representative, tiapots@ustr.eop.gov ;

Lourdes Loayza, Specialist on International Affairs, Ministry of Environment (MINAM), lloayza@minam.gob.pe ;

Josefina Del Prado, Trade and Environment Coordinator, Ministry of Foreign Trade and Tourism (MINCETUR), jdelprado@mincetur.gob.pe .