



**JOB OPENING**  
**TERMS AND CONDITIONS**

**JOB OPENING CODE: SP-SELA-C-001-2022**

**POSITION: AREA COORDINATOR**

**AREA: INTERNATIONAL RELATIONS**

**1. BACKGROUND**

The Permanent Secretariat is the Technical-Administrative Body of the Latin American and Caribbean Economic System, with an international legal entity 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° 588 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.



International officials shall be nationals of one of the Member States, and in appointing them the Permanent Secretary should ensure that there is a regional geographical distribution.

## **2. OBJECTIVE OF THE POSITION**

Manage and coordinate international and inter-institutional relations and international cooperation, planning and promoting agreements in order to ensure the liaison of the Institution with organizations and institutions of the member countries and international organizations, in accordance with the Decisions of the Latin American Council, the Work Programme and the guidelines provided by the Permanent Secretary.

## **3. FUNCTIONS AND RESPONSIBILITIES**

The Coordinator will carry out the work at the headquarters of the Permanent Secretariat of the Latin American and Caribbean Economic System, in the city of Caracas, and will mainly deal with everything related to international relations in accordance with the Work Programme and the guidelines provided by the Permanent Secretary.

The functions will include:

- Promote relations with the different stakeholders in international society.
- Design and evaluate sectoral plans, programmes and projects related to international cooperation.
- Provide guidance and support to the Permanent Secretary on issues related to foreign policy and international relations.
- Follow up on SELA's current agreements, ensuring timely compliance with its commitments.
- Keep the regional agenda up to date on issues relevant to SELA.
- Maintain a continuous and timely dialogue with Member States in relation to SELA's objectives.
- Prepare or participate in the preparation and review of documents of an economic, technical or political nature that are entrusted to him/her, related to the area of work of the Coordination.



- Prepare and submit reports on his/her participation in the various delegations and commissions he/she has attended on behalf of SELA.
- Collaborate with the Permanent Secretary in planning, organizing and developing the agenda of the Permanent Secretariat.
- Carry out the tasks entrusted to him/her in relation to the organization and development of the Regular and Special Meetings of the Latin American Council.
- Work in coordination with the different areas for the development of the projects of the Work Programme in its relations with the member countries and international organizations.
- Work together with the other coordinators of the organization.
- Perform any other function inherent to the position entrusted to him/her by the Permanent Secretary.

#### **4. REQUIREMENTS**

##### **4.1 Academic skills:**

- A professional from any of SELA Member States, with a university degree in international relations, economic sciences, political science and/or related career, with a master's degree or specialization in international relations, economic integration, cooperation, planning, public policy and international economic negotiation.

##### **4.2 General experience:**

- Minimum work experience of 10 years in areas such as international relations, economic integration, cooperation, planning, public policy, quantitative methods and international economic negotiation.

- Proven leadership capacities, strategic thinking, planning, management and project design and implementation.

- Ability to establish and maintain effective collaborative working relationships, both internally and externally.

##### **4.3 Specific experience**



- Professional experience of at least 5 years of in the areas of international relations (not limited) and international organizations.
- Proficiency in oral and written English, advanced level preferably, or another official language of SELA.
- Knowledge of and interrelation with the integration mechanisms of the region.
- Ability to establish relations with institutions and governments to promote cooperation agreements.

## **5. CONDITIONS**

### **5.1 Location**

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

### **5.2 Base Salary**

US\$ 4,324.00 (Four thousand three hundred twenty-four and 00/100 US dollars).

### **5.3 Duration**

Contract for 3 years extendable for up to 5 years.

### **5.4. Fringe 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 (semi-annual).
- Pension Fund in accordance with the provisions of the Staff Manual.
- Life and funeral insurance.
- International health policy (HCM).
- Travel for holidays to the country of origin.

### **5.5. 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.



## **5.6 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.

## **5.7 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.

## **6. SCHEDULE FOR THE SELECTION PROCESS**

The schedule for the selection process is as follows:

N°	Process	Date
1	Job opening	24 January - 11 February 2022
2	Evaluation of applications and selection of the candidate	14 - 18 February 2022
3	Notification to the candidate	21 - 25 February 2022
4	Duties start date	10 March 2022

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

## **7. SELECTION PROCEDURE**

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

- a) **Presentation Letter** signed by the applicant
- b) **Properly fill out the attached form**



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](mailto:selaconvocatorias@sela.org).