

JOB OPENING
TERMS AND CONDITIONS

JOB OPENING CODE: SP-SELA-C-002-2022

POSITION: AREA COORDINATOR

AREA: ECONOMIC RECOVERY

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 Agreement Establishing the Latin American Economic System. It also enjoys the privileges and immunities recognized 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.

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Bahamas	Colombia	Haití	Perú	
Barbados	Cuba	Honduras	República Dominicana	
Belice	Ecuador	México	Suriname	
Bolivia	El Salvador	Nicaragua	Trinidad y Tobago	
Brasil	Guatemala	Panamá	Uruguay	
			Venezuela	



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

2. OBJECTIVE OF THE POSITION

Develop, supervise and manage the projects of the Work Programme corresponding to the area under his/her responsibility, based on the Decisions of the Latin American Council, the Work Programme and the guidelines provided by the Permanent Secretary, specifically related to the thematic axis of *Economic Recovery*, which point to goals, whose fulfilment is based on specific objectives defined in a series of programmes that in turn are constituted by annual activities that contribute to the accomplishment of the goals set through tangible products.

3. FUNCTIONS AND RESPONSABILITIES

The Coordinator will carry out his/her 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 the area of economic recovery, in accordance with the Work Programme and the guidelines provided by the Permanent Secretary.

The functions will include:

- Submit for consideration of the Permanent Secretary proposals on the actions for the execution of the projects of the Work Programme in his/her area.
- 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.
- Collaborate with the Permanent Secretary in planning, organizing and developing meetings of experts, seminars and other events.
- Collaborate in the work related to the organization and development of the Regular and Special Meetings of the Latin American Council.
- Coordinate and supervise studies with the experts and consultants participating in studies or projects of the Permanent Secretariat.



- Coordinate, supervise and provide guidance to the professionals assigned to the Area of Economic Recovery.
- 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 economic sciences, political sciences, international relations and/or related career, with a master's degree or specialization in the areas of economics, public policies, quantitative methods and international economics.

4.2 General experience:

- Minimum work experience of 10 years in areas such as trade, logistics, trade facilitation, productivity and economic integration.

- Analytical capacity, application of concepts and economic theory models.

- Proven leadership capacities, strategic thinking, planning, management and presentation skills.

- Experience in monitoring and conducting activities, as well as in the preparation of cooperation projects and evaluation of results.

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

4.3 Specific experience

- Professional experience of at least 5 years in international organizations (not limited).

- Proficiency in oral and written English, advanced level preferably, or another official language of SELA.

- Experience in managing databases and statistical programming packages such as: Stata, R or Python.



- Experience in monitoring and documenting activities and results of projects.

5. CONDITIONS

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

5.2 Base salary

US\$ 4.324,00 (Four thousand three hundred and twenty four 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 on the Panama Convention, the Regulations of the Secretariat, the Personnel Manual and the contract itself.

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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 solution.

6. SCHEDULE FOR THE SELECTION PROCESS

The schedule for the selection process is as follows:

N°	Process	Date
1	Convening	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	Start of functions	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 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**
- 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 Procedure 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 will be considered as an “*Affidavit*” for the purposes of this job opening and the eventual selection and hiring of the candidate.
3. The information provided by the 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, from which the official will 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.