

Executive Director
United States-Colombia Trade Promotion Agreement
Secretariat for Environmental Enforcement Matters

Introduction

This position of Executive Director is within the Secretariat for Environmental Enforcement Matters (Secretariat) established pursuant to the U.S. - Colombia Trade Promotion Agreement (TPA), which is housed in the offices of Fondo Acción in Bogota, Colombia.

On July 9, 2018 the United States and Colombia entered into an Agreement Establishing a Secretariat for Environmental Enforcement Matters (Agreement). The Agreement specifies that the Secretariat shall comprise of an Executive Director and, as appropriate to carry out its functions, professional, technical support, and administrative staff. The Executive Director shall be appointed by and operate under the sole direction and supervision of the Environmental Affairs Council (Council) established under Article 18.6 of the TPA.

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 Agreement.

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 instructed;
- preparing annual reports, work plans, and budgets and submitting them to the Council for approval;
- communicating effectively with the Council and the U.S. and Colombian Environment and Trade Points of Contact;
- maintaining an effective, up-to-date, and easily accessible website for the Secretariat, in English and Spanish;
- conducting outreach to disseminate the Secretariat's submissions on enforcement matters mechanism and to build capacity among key stakeholders;
- if needed, selecting the Secretariat's technical support and administrative staff, in accordance with procedures established by the Council, and managing such staff; and
- undertaking other activities related to fulfilling Secretariat obligations in Articles 18.8 and 18.9 of the TPA, the Agreement, and Council Decisions related to the effective operation of the Secretariat.

Knowledge, Experience, and Qualifications Required for the Position

Candidates should:

- hold a post-graduate degree, preferably in law, economic, public policy, government or international relations;
- have at least 7 years of relevant expertise in environmental law or international trade law or its implementation, preferably in both;
- have knowledge of Chapter 18 of the TPA or international trade matters;
- have experience in any of the following areas with respect to the United States or Colombia:
 - public policy-making,
 - inter-governmental relations,
 - international or regional institutions,
 - knowledge of issues related to environmental matters, particularly in both countries;
- possess superior writing, speaking, analytical, time-management, interpersonal, and public speaking skills;
- be comfortable operating with minimal supervision;
- have experience with managing budgets, preparing progress reporting, developing and implementing strategy, and monitoring for results;
- be professionally fluent in written and spoken Spanish and English; and
- be a national of Colombia or 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.

Duty Location

The Executive Director will be based in Bogota, Colombia.

Procedure for Applying

Interested candidates should send the following information in English and Spanish to the Points of Contact listed below by April 15, 2024:

- motivation letter
- curriculum vitae
- at least 3 references from previous jobs
- writing sample on a relevant topic

Points of Contact

Sigrid Simpson, Office of the U.S. Trade Representative, Sigrid.A.Simpson@ustr.eop.gov; Sarah Flores, U.S. Department of State, FloresSC@state.gov; Daniela Almario Aristizábal, Oficina de Asuntos Internacionales del Ministerio de Ambiente y Desarrollo Sostenible de Colombia;

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