



Position Brief
Administrative Tribunal
Inter-American
Development Bank Group

December 2022



IDB
Inter-American
Development Bank



About the IDB and the Administrative Tribunal

Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) works to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, IDB helps improve health and education, and advance infrastructure. It aims to achieve development in a sustainable, climate-friendly way. It is today the leading source of development financing for Latin America and the Caribbean, providing loans, grants, and technical assistance, and conducting extensive research. The IDB maintains a strong commitment to achieving measurable results and the highest standards of increased integrity, transparency, and accountability.

The Inter-American Investment Corporation (“IDB Invest”) is a member of the Inter-American Development Bank Group committed to the development of Latin America and the Caribbean through the private sector. IDB Invest supports the private sector and state-owned enterprises through financing in the form of loans, equity investments, and guarantees. Further, IDB Invest provides advisory and training services.

The organization is split into country offices, development focused departments, an extensive operations branch, as well as independent offices including the Office of Evaluation and Oversight where the Administrative Tribunal sits.

The IDB has an internal conflict resolution system in order to help resolve employee-related disputes due to the IDB enjoying immunity from jurisdiction of the courts of their member countries. Thus, the IDB maintains a variety of avenues for employees to comfortably communicate concerns including an Ombudsperson, a Mediation Secretary, and a HR department. The Administrative Tribunal is the final instance of this system and was established to adjudicate disputes which arise out of the employment relationship of the IDB Group with their employees.

The Administrative Tribunal, established by the Board of Executive Directors of the IDB in 1981, hears and passes judgment upon any application by which an employee of the Bank or of IDB Invest alleges non-observance of his or her contract of employment or terms and conditions of appointment. In the context of this mandate, the Administrative Tribunal has reviewed, on average, 1 to 5 applications per year.

The Statute of the Administrative Tribunal, approved by the Board of Executive Directors of the IDB, established that the Administrative Tribunal shall be composed of seven members. Members of the Tribunal shall be persons of recognized professional competence and integrity who have the necessary qualifications to occupy a similar position in the highest judicial courts of their countries or who are jurisconsults of recognized competence. With the upcoming retirement of two of these judges from the Tribunal, the IDB now seeks to find suitable replacements.

Members of the Tribunal are appointed by the Board of Executive Directors of the IDB from a list of candidates presented to it by a nominating committee.

The Tribunal has the authority to conduct hearings, examine evidence, make decisions, and render judgments on controversies and disputes between the Bank or IDB Invest and their respective employees. In carrying out its functions the Tribunal shall not be subject to the laws or jurisprudence of any of the Bank’s or IDB Invest’s member countries or any of their political or administrative subdivisions.

Members will be bound by the Statute of the Administrative Tribunal and its Rules of Procedure.



The Position

Duties & Responsibilities

- Make decisions and pass judgments based on the Agreement Establishing the Bank or, for IDB Invest, the Agreement Establishing the Corporation, as applicable, and the respective written and approved policies, the rules, and regulations of their respective boards of governors and boards of executive directors, the staff retirement plans, and the personnel and administrative policies in force at the time of the alleged non-observance.
- Protect the confidentiality of information taking into account the policies of the Bank and IDB Invest.
- Promote the efficient functioning and the expeditious adjudication of matters within the Tribunal's jurisdiction.
- Decide on the admissibility of applications presented by employees based on the Rules of Procedure of the Administrative Tribunal.
- Interpret the terms of the employment agreements between the Bank or IDB Invest and their respective employees, and the terms and conditions of appointment.
- Review and decide the request to suspend contested decisions.
- Conduct oral hearings where the Tribunal concludes that such hearings are deemed appropriate to the resolution of the cases.
- Conduct the discovery process of the cases.
- Consider cases and the conduct of the discovery process through technological means such as videoconferencing and teleconferencing, as determined by the president of the Tribunal.
- Participate in the Administrative Tribunal's sessions at the principal office of the Bank or elsewhere, as requested by the president of the Tribunal.
- Work in panels of three judges appointed to each case by the president of the Tribunal unless exceptional circumstances of the matter merit the consideration by the full Tribunal (seven judges).

The Candidate

Qualifications

Citizenship: Must be a citizen of one of the IDB's 48 member countries ([borrowing country members](#) and [non-borrowing member countries](#)). As per the Statute of the Administrative Tribunal of the IDB Group, no two Tribunal members may be nationals of the same country. As of July 2023, existing Tribunal members will be citizens of the following countries: Argentina, Ireland, Portugal, Spain, Trinidad & Tobago, the United States, and the United Kingdom. Therefore, we will not consider candidates of the previously listed nationalities at this time.

Consanguinity: May not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB or IDB Invest.

Previous IDB or IDB Invest Employment: Candidates may not be current or former IDB or IDB Invest employees.

Education: Advanced degree (Master's degree, J.D., or Licenciatura) in Law.



Experience:

- 15+ years of professional experience is required. 10+ years of substantial relevant professional experience is preferred.
- Candidates must hold the necessary qualifications to occupy a similar position in the highest judicial courts of their countries or be jurisconsults of recognized competence.
- Demonstrated familiarity and experience in administrative law and conflict resolution mechanisms in the context of international development organizations is preferred.
- Recognized professional competence and integrity is required.

Languages: Full command of Spanish and English is required. Advanced proficiency in Portuguese is highly desirable, as is proficiency in French.

Key Competencies

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- Experience with administrative law or conflict resolution mechanisms involving international organizations, to address issues such as contracts of employment and terms and conditions of appointment.
 - Good analytical and evaluative skills combined with good judgment in the resolution of cases.
 - Understanding of duties and obligations of international civil servants and multi-cultural environments.
 - Judicial temperament and objectivity.
 - Demonstrated integrity.
 - Excellent written and verbal communication skills, including proven presentation skills.
 - Ability to work as a team with members having different origins and cultures.
 - Excellent interpersonal skills; exposure to international and multicultural environments.
 - Ability to work with information technology communications tools such as video and teleconferencing is preferred.

Opportunity Summary

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- Products and External Services contractual contract with a retainer.
 - Duration: 6 years, non-renewable term. Duties fulfilled when there is a matter of adjudication.
 - Place(s) of work: Remote work¹ and IDB Headquarters, Washington, D.C.
 - Payment and Conditions of Employment: Members of the Tribunal will receive financial compensation as regulated by the IDB's Board of Executive Directors (currently an annual honorarium of USD\$32,000 plus per diem for travel to Washington as required).

Women, Afro-descendants, people of indigenous origins, and persons with disabilities are encouraged to apply. All applications are reviewed carefully.

¹ As determined by the president of the Tribunal, remote work may be conducted using information technology communication tools such as video and teleconferencing, emails and voice over internet protocol (IP) programs.



To Express Interest or Nominate:



We appreciate all expressions of interest, referrals, or nominations for this role. A comprehensive CV along with a cover letter which sets out your motivation to take on such a role and encapsulates the aspects of your experience relevant to the required criteria would be appreciated.

To do so, or to arrange for a conversation in confidence, please contact:

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