



Career Services Newsletter  
November 28, 2007  
Volume 3, Issue 25

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Welcome to the ICAR Career Services Newsletter.

Questions or Comments to [icarjob@gmu.edu](mailto:icarjob@gmu.edu)

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## Career Related Events

## Organization Spotlight

### Internships

#### ***Center for Economic and Policy Research Spring International Program Internship, Washington, DC***

Organization: [Center for Economic and Policy Research \(CEPR\)](#)

Area of Focus: Economic Development, International Relations, Media and Journalism, Network of Nonprofit Organizations, Politics

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**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

Skill(s): editing, public relations, Writing  
End date: May 16, 2008  
Last updated: November 15, 2007

Language(s): English, Spanish  
Start date: January 7, 2008  
Last day to apply: December 16, 2007  
Paid or unpaid: Paid

#### Description:

CEPR is currently looking for one full-time International Program Intern for Spring 2008 (January – May). Responsibilities include assisting staff with research on upcoming papers and economic opinion pieces, as well as working on outreach to press, advocacy organizations and Congress.

The responsibilities of interns vary based on their interests and experience, as well as the particular issues that CEPR is working on at the time. Interns will have the opportunity to attend relevant events around Washington, DC.

Qualifications: We are looking for applicants with a general understanding of economics, international relations, and democracy issues and an interest in economic justice. Previous research, data and/or outreach experience is helpful. The intern will need to be fluent in Spanish, including written translations, able to work in a fast-paced environment with limited management, and a self-starter and independent learner. Excellent writing and communications skills are helpful.

Monthly Stipend: \$1,070, plus up to \$200 for individual health insurance premium.

Organization Description: The Center for Economic and Policy Research (CEPR) was established in 1999 to promote democratic debate on the most important economic and social issues that affect people's lives. It is an independent nonpartisan think tank based in Washington, DC. CEPR is committed to presenting issues in an accurate and understandable manner, so that the public is better prepared to choose among the various policy options.

CEPR is an ideal place to learn about current economic and global justice issues in a friendly, relaxed and fun environment. Work schedules are flexible.

#### Application instructions:

Applications should be sent via email to: [ceprjobs2007\[at\]cepr\[dot\]net](mailto:ceprjobs2007[at]cepr[dot]net). No calls or faxes please. Please include a resume, cover letter, and a brief writing sample that expresses your perspective on current changes occurring in Latin America.

CEPR is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status.

## ***Program Development Internship with Save the Children, Washington, DC***

Program Development (PD) Unit

### **Background:**

Save the Children Federation, Inc. (SC) is a leading provider of development and humanitarian assistance in more than 45 countries.

The PD Unit provides guidance and assistance to International Program's efforts throughout SC to achieve greater program impact by securing funding. The intern will assist with the general work of the PD Unit, including administrative tasks as required.

Specific responsibilities will include 1) compiling and updating documentation on project descriptions and technical capabilities and 2) subsequently uploading this documentation to internal database(s), as well as 3) researching non-traditional funding sources for organizational capacity strengthening. Internal research and summarizing documentation will be required to complete responsibilities, as will liaising with other departments and country offices.

### **To Apply:**

Please send your resume and cover letter to Ian Zaur at [izaur@savechildren.org](mailto:izaur@savechildren.org) by December 7, 2007 stating why you wish to intern with SC's PD Unit.

Preferably interns will be available no less than 3 months, 2-3 days per week, beginning early January 2008. Office hours are 9:00 am to 4:30 pm however, we can be flexible scheduling work times within those hours. Please note that this is an unpaid intern opportunity.

### **Requirements:**

Individual must hold or be pursuing a Master's Degree, with interest and preferably experience in International Development. The candidate must be detail-oriented, comfortable with Microsoft Office and able to write concisely and clearly in English.

### **Contact:**

Ian Zaur

2000 M Street NW, Suite 500

Washington, D.C. 20036

+1-202-429-2951

[izaur@savechildren.org](mailto:izaur@savechildren.org)

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## ***Internship with Pulitzer Center on Crisis Reporting, Washington, DC***

Area of Focus: International Relations, Media and Journalism

Skill(s): Writing

End date: May 30, 2008

Last updated: November 16, 2007

Language(s): English

Start date: January 3, 2008

Last day to apply: December 7, 2007

Paid or unpaid: Paid

### Description:

The Pulitzer Center on Crisis Reporting seeks an intern for the spring semester, preferably starting January 3, 2008. We are especially interested in web-savvy applicants eager to get the word out about our international reporting projects through the Internet and special events.

The Pulitzer Center is a non-profit leader in sponsoring the independent journalism that media organizations are increasingly less willing to undertake on their own. Pulitzer Center-funded stories shed light on underreported issues and regions around the globe. Our Global Gateway education initiative then brings those stories and the journalists into high schools and universities.

For information on our reporting projects and outreach efforts please see our website, at [www.pulitzercenter.org](http://www.pulitzercenter.org) The Pulitzer Center is located in the heart of Washington, D.C., near Dupont Circle.

The internship pays \$1,000 per month.

End date may be negotiable so long as there can be overlap with the summer intern.

### Application instructions:

Send letter telling us where your interests lie, and what talents you can bring to the Pulitzer Center. Please include a resume, brief writing sample, and list of references.

Applications should be sent to Ann Peters, director of development and outreach, at [apeters@pulitzercenter.org](mailto:apeters@pulitzercenter.org)

Permalink: <http://www.idealists.org/en/internship/116348-292>

## ***Religion and Conflict Resolution Internship with Tanenbaum Center for Interreligious Understanding, New York, NY***

Area of Focus: International Cooperation, Religion, Spiritual, and Metaphysical Issues

Start date: January 1, 2008

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Last day to apply: December 20, 2007  
Paid or unpaid: Paid  
Language(s): English  
End date: June 1, 2008  
Last updated: November 21, 2007

## Description:

### TANENBAUM CENTER FOR INTERRELIGIOUS UNDERSTANDING RELIGION AND CONFLICT RESOLUTION INTERN

Tanenbaum is the leading organization providing the practical programs so urgently needed to prevent the growing problem of verbal and physical conflict perpetrated in the name of religion. We are a non-sectarian group that addresses unresolved tensions by helping to change behaviors in religiously-diverse workplaces, schools and in areas of armed conflict.

#### The Religion and Conflict Resolution Program

In a world of conflict often stimulated by religion, Tanenbaum's Religion and Conflict Resolution Program works to further the effective use of religiously motivated peacemakers as a positive force in conflict resolution. Our initiatives promote religious peacemaking as an urgently needed component of Track II (citizen) diplomacy and strengthen the impact of religiously-motivated men and women engaged in resolving conflicts worldwide.

#### JOB RESPONSIBILITIES

The Religion and Conflict Resolution Intern position is an exciting opportunity for a dedicated and motivated student to play an influential role in cutting-edge efforts in the field of conflict resolution and international affairs.

The Intern will support all aspects of the Religion and Conflict Resolution Program. Primary responsibilities include, but are not limited to:

- Using spreadsheets and other organizational tools to maintain systematized nomination processes.
- Conducting research and international outreach for Peacemakers in Action and Women's Peace Initiative (WPI) nominations.
- Conducting extensive research and critical analysis of Peacemaker and WPI candidates, including:
  - o the individuals' efforts in and contributions to peacemaking and peacebuilding in their communities;
  - o the conflict and religious situations in which they work.
- Assisting with media outreach around nomination processes.
- Creating nomination packets for final decisions on awardees.
- Serve as a member of the Program Team, assisting in the creation and development of new initiatives, including researching potential funding and partnering opportunities for the program.

#### QUALIFICATIONS AND EXPECTATIONS

- Commitment to the mission and goals of Tanenbaum.
- Strong interest and academic background in conflict resolution and international affairs.

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- Interest and experience in religious studies a plus.
- Strong research and analytical skills.
- Excellent oral and written communications skills.
- Ability to analyze and clearly present data.
- Ability to work and think independently.
- Team player.
- Creative.
- Organized and adept at multi-tasking.
- Capable of representing Tanenbaum and the Religion and Conflict Resolution Program in a professional manner at all times.
- Computer skills, especially Internet and Microsoft Office.
- A sense of humor.

#### COMPENSATION

The Religion and Conflict Resolution Intern is an unpaid position for the spring academic semester. Tanenbaum will work with you and your school so that you receive academic credit for the internship.

#### Application instructions:

#### TO APPLY

Please send a cover letter, resume, and one or two brief writing samples (less than five pages) to [hr@tanenbaum.org](mailto:hr@tanenbaum.org). Be sure to include the name of the position in the subject line of your email.

No phone calls, please.

## ***Human Rights Internship with Leadership Council for Human Rights, Washington, DC***

Organization: [Leadership Council for Human Rights](#)

Area of Focus: Human Rights and Civil Liberties

Start date: January 7, 2008

Last day to apply: December 19, 2007

Paid or unpaid: Unpaid

Language(s): English

End date: May 24, 2008

Last updated: November 26, 2007

#### Description:

Internship (Unpaid) Opportunities

The Leadership Council for Human Rights (LCHR) seeks to encourage and promote information and action campaigns on the behalf of ethnic and religious minorities, women, and other populations living under threat. LCHR also conducts intensive NGO outreach in the U.S. to create cohesion and elevate the global human rights agenda. Our philosophy, “feet in the mud, head in the sky,” illustrates our commitment to working on the ground with real people and bringing the stories of their struggles to decision makers in Washington, D.C. and around the world. LCHR’s projects are as varied as the groups we seek to serve. Our current work is based in Afghanistan, Egypt, Iraq and Vietnam.

Currently, LCHR is looking for interns to help us develop our programs and materials. Interns will assist LCHR’s

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small staff with:

- Developing our outreach materials
- Providing research assistance as needed
- Adding to and maintaining our contact database
- Planning and execution of events
- Maintaining our website and news digest
- Attending and reporting on congressional hearings and human rights events
- General administrative duties (including answering phones, handling mail, drafting correspondence, etc.)

At a minimum, candidates must demonstrate:

- Firm interest in international issues and human rights
- Professionalism and business appropriate communication skills
- Computer savvy
- Ability to work independently, but as a key part of a small office team

Candidates with Dreamweaver/web design skills are strongly encouraged to apply.

Interns are expected to work for at least two months in the LCHR office (located near Union Station and Capitol Hill). Start and finish dates are flexible as well as part or full time internships.

Timeline: Applications will be considered on a rolling basis.

LCHR is an equal opportunity employer.

Internships with LCHR are unpaid, but may be completed for academic credit.

Application instructions:

To apply: please email [lc4hr@leadership-council.org](mailto:lc4hr@leadership-council.org) with "Internship" in the subject line and your contact details in the body. To the message attach 2 documents in Word format (1) your resume and (2) a cover letter detailing your interest in this position. No phone calls, faxes, or mail please.

## Fellowships

### ***FINCA Client Assessment Fellowship (Internship)***

Location: Multiple Locations, United States

Organization: [FINCA International](#)

Area of Focus: Economic Development, Microcredit, Social Enterprise and Economic Development

Skill(s): public relations

End date: August 31, 2008

Last updated: November 15, 2007

Language(s): Armenian, Azeri, Dari, English, French, Georgian, Hindi, Kazakh, Kinyarwanda, Kyrgyz, Portuguese, Quechua, Russian, Spanish, Tajik, Ukrainian, Uzbek

Start date: May 31, 2008

Last day to apply: January 15, 2008

Paid or unpaid: Unpaid

### Description:

FINCA Client Assessment Fellowship  
Applications accepted on a rolling basis  
November 8, 2007 – January 15, 2008

Locations: The following countries are scheduled to host Fellows in 2008: Armenia, Azerbaijan, Brazil, Colombia, Ecuador, El Salvador, Georgia, Guatemala, Honduras, India, Jordan, Kyrgyzstan, Mexico, Mozambique, Nicaragua, Peru, Rwanda, Tajikistan, Tanzania, and Ukraine. Locations may be subject to change.

Founded in 1984, FINCA International is a recognized leader in microfinance and the pioneer of the village banking methodology. FINCA currently operates a network of 20 country programs in Latin America, Eurasia, the Greater Middle East and Africa, serving hundreds of thousands of clients. Over the past six years, FINCA has sent nearly 70 Fellows to its country programs to conduct client assessment research.

Call for Fellows: Each summer, student research Fellows use FINCA's Client Assessment Tool (FCAT) to conduct 30-60 minute interviews with clients to gather information on:

- client demographics,
- loans,
- household expenditures,
- asset accumulation,
- social metrics (health, housing and education),
- business metrics,
- client satisfaction, and
- program departure questions.

In teams of three, student Fellows will spend up to 10 weeks conducting research in 1-2 countries. Prior to their work in the field, Fellows attend one week of training in Washington, D.C.

Fellows will analyze the response data to determine poverty levels, program impact, and why clients join, remain with or exit the program. Teams present their findings to local management and also produce a written report. A final briefing is held in the fall at FINCA International Headquarters.

Fellows are also encouraged to submit research papers based on the data sets to the annual From Field to Function research symposium held every spring. Winning submissions will be awarded cash prizes and may also be published.

Former Client Assessment Research Fellows have gone on to work with high level organizations, non-profits, and corporations both in the United States and abroad.

### Ideal profile:

- Field experience—professional, Fulbright, Peace Corps, EMDAP, etc. (preferably in at least one of the countries listed above)
- A graduate degree or at least 1 year of graduate level coursework (exceptions may be made for highly qualified undergraduate seniors and recent college graduates)
- A strong background in quantitative analysis and statistics and statistical software experience
- Excellent writing and presentation skills
- A high level of proficiency in the local language(s)—fluency preferred
- Study/work experience in the microfinance, finance and/or development fields
- Flexibility to work in varied environments
- Teamwork skills and respect for cultural differences

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## Application instructions:

To apply: Beginning November, 8th 2007, please apply online at [www.villagebanking.org](http://www.villagebanking.org) (careers section – job type fellow). Please save your cover letter and resume to a single document, ordered respectively, according to the following naming convention: [Last name, First name]\_Fellow\_2008 (omit brackets).

Applications will be considered on a rolling basis but must be received no later than January 15, 2008. Beginning December 15 qualified applicants will be contacted for interviews.

\*Please note: FINCA International provides a small stipend to cover living expenses and in-country travel. International travel expenses and travel to/ expenses during training should be supplemented by the student's place of study or through outside sponsorship. FINCA can provide letters of recommendation /statements of purpose as needed to help mobilize these funds.

## ***Jack Kent Cooke 2008 Graduate Scholarship Program***

Please share this announcement with your students who are planning to enroll full-time in graduate school in fall 2008.

Students and recent graduates who are planning on enrolling full-time in a graduate program for fall 2008 may be eligible for up to \$50,000 from the Jack Kent Cooke Foundation. Students must be nominated by GMU to apply for this award.

There are five essential criteria that you must meet to be eligible for this award. You must:

- 1) be a senior or recent graduate and not yet enrolled in a graduate or professional school,
- 2) have an excellent academic record, typically a 3.8 or higher GPA and have experience with either research or a strong portfolio of creative work,
- 3) demonstrate and document significant financial need by supplying tax and income information from you and your parents (if living),
- 4) demonstrate a commitment/interest in the arts and humanities regardless of your graduate degree goals,
- 5) be applying to a top-ranked program in your field.

Visit [www.jackkentcookefoundation.org](http://www.jackkentcookefoundation.org) to learn more about this opportunity.

To be considered for Mason's nomination, application materials are due January 30, 2008. For more information about Mason's internal selection process, contact Dr. Jeannie Brown Leonard, Postgraduate Fellowships and Scholarships, [jleonarc@gmu.edu](mailto:jleonarc@gmu.edu) or 703-993-2917.

## ***The Next Generation Leadership in Asian Affairs Fellowship, Seattle, Washington***

Dear Colleague:

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**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

The National Bureau of Asian Research (NBR) is pleased to announce the Next Generation Leadership in Asian Affairs Fellowship for 2008-2009, a year-long program that focuses on bridging the gap between scholarship and policymaking. The fellowship is open to recent master's degree recipients and professional degree holders (e.g., MA, MBA, LLM, JD, etc.) and will be based at NBR's headquarters in Seattle. Fellows will collaborate with leading scholars to conduct independent research and share research findings with the policymaking community in Washington, D.C.

The Next Generation Leadership program, which is in its third year, is breaking new ground by mentoring and immersing young Asia specialists from a wide variety of fields and interests to bridge the gap between the best scholarly research and the pressing needs of U.S. foreign policy toward a rapidly changing Asia. Each fellow will receive a fellowship award, as well as a stipend for relocation expenses.

The application deadline is January 14, 2008. Fellowships begin June 2, 2008 and conclude May 30, 2009. For further information and application materials please visit <http://www.nbr.org/NextGeneration>.

Please forward and post the full-text announcement available at <http://nbr.org/nextgeneration/announcement.pdf>. Thank you for sharing this with your colleagues and students.

Sincerely,

Michael Wills  
*Director, Research and Operations*

Please contact Aishah Pang, *Senior Project Manager*, at [nextgen@nbr.org](mailto:nextgen@nbr.org) or 206-632-7370 for any questions you may have regarding this fellowship.

## ***NSEP Language Flagship Program (for US Students)***

The [Language Flagship](#) is administered by the National Security Education Program (NSEP) in the U.S. Department of Defense and is a critical part of the National Security Language Initiative. To answer the call for professionals who can conduct high-level work in critical languages, NSEP formed strategic partnerships with recognized leaders in foreign language education. The Language Flagship began awarding grants to institutions in 2002 to create accelerated language training programs. The first students began the Flagship Programs in 2003. Nearly 100 students have successfully completed Flagship training.

The Language Flagship Fellowships

NSEP offers a limited number of fellowships to qualified American students interested in receiving full financial support to participate in one of the Flagship Programs in Arabic, Central Asian languages, Korean, Mandarin, Persian, and Russian.

Eligibility Requirements

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**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.  
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To be eligible for a Flagship Fellowship, an applicant must meet the following requirements:

1. U.S. citizenship at the time of application.
2. Minimum proficiency of Advanced Low (as defined by ACTFL) or level 2 (as defined by ILR) in the appropriate foreign language.
3. Minimum proficiency of Superior (as defined by ACTFL) or level 3 (as defined by ILR) in all modalities of English.
4. Completed undergraduate degree by the time you would begin the Flagship Fellowship. (Past recipients of Boren Scholarships or Fellowships are eligible and are encouraged to apply to this program.)
5. Not employed by the U.S. government.

#### Program Structure

The Language Flagship has two components: one domestic and one overseas. The first year involves intensive language study at a domestic Flagship Institution. The second year is spent in an immersion program overseas, which is designed and managed by the domestic Flagship Institutions. All Flagship Fellows who participate in the domestic component are expected to continue with the overseas component. In exceptional cases, a Flagship Program may determine that an applicant with advanced language skills should bypass all or part of the domestic year and participate in only the overseas component. [Note: Flagship Fellowships for Central Asian languages and Russian are for overseas study only. Successful applicants must meet all Central Asian languages and Russian Flagship Program requirements for overseas study.]

#### Fellowship Support

Flagship Fellowships are awards of up to two years that support academic expenses directly associated with participation in a Flagship Program, including tuition, a modest stipend for living expenses, and support for travel costs and health insurance coverage. The living stipend is based on reasonable costs associated with the location(s) of each Flagship Program. Total Flagship Fellowship amounts will vary by individual depending upon the specific composition and duration of the program. Fellowship award amounts cannot include additional support for dependents.

Flagship Fellowship award recipients are expected to devote full-time effort in the Flagship Program in which they are enrolled. Therefore, Flagship Fellows may not pursue requirements of other degree programs while receiving Flagship Fellowship support, nor may Flagship Fellowships be combined with other sources of funding that would require Fellows to devote less than full-time effort in The Language Flagship.

#### The NSEP Service Requirement

The major objective of NSEP is to award funding to select U.S. citizens who are highly motivated to work for the federal government in an area related to U.S. national security.

The NSEP service requirement stipulates that an award recipient work in the federal government in a position with national security responsibilities. The Departments of Defense, Homeland Security, and State, or any element of the Intelligence Community are priority agencies. If an award recipient demonstrates to NSEP that no appropriate position is available in one of these agencies, the award recipient must seek to fulfill the requirement in a position with national security responsibilities in any federal department or agency. Approval of service outside of a priority agency is contingent upon satisfactory demonstration of a full and good faith effort in accordance with conditions established by NSEP.

The duration of the NSEP service requirement is equal to the duration of assistance provided under the program, in no case less than one year. It is expected that Flagship Fellows are interested in and will make a commitment to long term federal service.

Upon acceptance of a Flagship Fellowship, award recipients will be provided with detailed information on possible employment opportunities in the federal government, particularly related to national security affairs and high-level language proficiency. While receipt of a Flagship Fellowship does not guarantee employment in the U.S. federal government, NSEP staff will help guide you in your search.

## Flagship Programs

Flagship Fellowships are available to study Arabic, Central Asian languages, Korean, Mandarin, Persian, or Russian in a Flagship Program. Flagship Programs are comprised of domestic and overseas components, where the domestic components are highly intensive to prepare participants for full immersion in the overseas phase. Applicants who are awarded Flagship Fellowships are required to commit to participating in both components.

For more information see <http://www.iie.org/programs/nsep/flagship/default.htm>

## ***Study in Southern Africa this summer***

<http://www.utoledo.edu/as/ids/global/AcademicCredit.html>

The University of Toledo, with funding from the U.S. Department of Education Fulbright-Hays Program, is sponsoring a seminar in South Africa and Lesotho, June 21 - July 30, 2008. Designed for educators, the focus of the seminar will be southern African political, cultural and historical relations, especially the relations between South Africa and Lesotho. Participants will spend over five weeks in southern Africa interacting with African teachers and government officials while visiting historic and contemporary sites and sharing professional expertise with teachers and organizations in the region.

Applications due January 10, 2008.

## **Jobs**

### ***Two-year Postdoctoral position in Peace and Conflict Studies, Grinnell College, Grinnell, IA***

STARTING FALL 2008

The Grinnell College Peace Studies Program invites applications for a two-year Andrew W. Mellon Postdoctoral Fellowship in Peace and Conflict Studies with an appointment in one or more of the following departments: Anthropology, History, Political Science, or Sociology. Eligible candidates must have received a Ph.D. in 2005 or later in either one of the social sciences or from a graduate program specializing in reflexive and critical analyses of peace and conflict. The Fellowship includes a salary comparable to an incoming Assistant Professor, benefits, and support for research and travel. Grinnell College is a highly selective undergraduate liberal arts college. The College's curriculum is founded on a strong advising system and close student-faculty interaction, with few college-wide requirements beyond the completion of a major. The teaching schedule of two courses per year (one per semester) will include one course from the regular curriculum of the department or departments of the appointment and one course in peace and conflict studies. The fellow will also be expected to share his or her research with the Grinnell community, to serve as a member of the steering committee for the Peace Studies Program, and to take an active part in the planning and hosting of Peace Studies Program events.

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Preference will be given to applicants whose own research addresses the particular features of a regional/historical conflict, as well as the general intellectual frameworks developed to explain such conflicts. In letters of application, candidates should discuss their interest in developing as a teacher and scholar in an undergraduate, liberal-arts college that emphasizes close student-faculty interaction. They also should discuss what they can contribute to efforts to cultivate a wide diversity of people and perspectives, a core value of Grinnell College. To be assured of full consideration, all application materials should be received by February 1, 2008. Send application letter, copies of transcripts, statement of teaching and research interests, three letters of recommendation, teaching evaluations, and c.v. to Professor Kent McClelland, Chair, Mellon Search Committee, Grinnell College, Grinnell, IA 50112-1690 [PSPsearch@Grinnell.edu]; Phone 641-269-3134; Fax 641-269-4985.

Grinnell College is an equal opportunity/affirmative action employer committed to attracting and retaining highly qualified individuals who collectively reflect the diversity of the nation. No applicant shall be discriminated against on the basis of race, national or ethnic origin, age, gender, sexual orientation, marital status, religion, creed, or disability. For further information about Grinnell College, see our website at <http://www.grinnell.edu>.

## ***Policy Director Tobin Project Cambridge, Massachusetts***

The Nonprofit Professionals Advisory Group has been retained by The Tobin Project, a growing organization aimed at affecting thinking within the academy to create a favorable context for policy reform. The project, which brings leading scholars and policy makers together to promote outstanding work in a small number of research areas, seeks nominations and applications for the position of Policy Director.

"The most important decisions a scholar makes are what problems to work on." -Professor James Tobin (1918-2002) in Lives of the Laureates

### **CHALLENGES AND OPPORTUNITIES FACING THE FIRST POLICY DIRECTOR:**

The Tobin Project seeks a charismatic and sophisticated professional to foster links between scholars and policymakers so that scholarly work increasingly reflects pressing problems in the policy world and lawmakers and other policy experts become more familiar and involved with the newest research of the nation's leading scholars. Dividing time between Washington, DC and Boston, s/he will work with top scholars, including Nobel Laureates alongside younger standouts in their fields, to transmit their latest thinking — both fundamental ideas and specific proposals — to the policy community. S/he will forge and sustain relationships with lawmakers and secure their participation in Tobin Project working group sessions and conferences. S/he will also help expand the Tobin Project's relationships with think tanks and other policy organizations, amplifying the influence of scholars' work. Simultaneously, s/he will help Tobin Project scholars to stay abreast of legislative priorities and the workings of the policy arena to encourage scholars to incorporate policy priorities into their research agendas.

**Qualifications:** The new Policy Director will combine experience in public policy with an entrepreneurial vision. S/he will operate effectively within and between the academic and policy communities, and will be able to translate academic ideas for the policy community. S/he will have proven relationship building skills and the capacity to call on policymakers and other leaders on a wide range of topics and across party lines. S/he will be a talented communicator, have excellent writing skills, and exceptional attention to detail. S/he will have at least 5-10

years of relevant experience in public policy, government affairs, or a related field, will hold an advanced degree in a policy related field, and will have a deep and personal commitment to the mission of the Tobin Project.

The Tobin Project is an equal opportunity employer.

**To Apply:** In order to expedite the internal sorting and reviewing process, please type your name (Last, First) as the only content in the subject line of your e-mail. Nominations and applications are due by December 7, 2007. Due to the pace of the search, candidates are encouraged to apply as soon as possible. Applications including a cover letter describing your interest and qualifications, your resume (in Word format), and where you learned of the position should be sent to:

Nonprofit Professionals Advisory Group  
E-mail: [tobin-pd@nonprofitprofessionals.com](mailto:tobin-pd@nonprofitprofessionals.com)

## ***Global: Advocacy and armed conflict specialist – International Women's Program***

**2007-11-15**

The International Women's Program is currently seeking an Advocacy and Armed Conflict Specialist in the NY Office to assist IWP in the development and implementation of its work related to gender and conflict. The Specialist will report to the Director of IWP. Deadline for applications is December 10 2007.

ADVOCACY AND ARMED CONFLICT SPECIALIST

INTERNATIONAL WOMEN'S PROGRAM OPEN SOCIETY INSTITUTE - NEW YORK

NOVEMBER 2007

The Open Society Institute works to build vibrant and tolerant democracies whose governments are accountable to their citizens. Open societies are characterized by the rule of law; respect for human rights, minorities, and a diversity of opinions; democratically elected governments; market economies in which business and government are separate; and a civil society that helps keep government power in check. To achieve its mission, OSI seeks to shape public policies that assure greater fairness in political, legal, and economic systems and safeguard fundamental rights. On a local level, OSI implements a range of initiatives to advance justice, education, public health, and independent media. At the same time, OSI builds alliances across borders and continents on issues such as corruption and freedom of information. OSI places high priority on protecting and improving the lives of marginalized people and communities.

Investor and philanthropist George Soros in 1993 created OSI as a private operating and

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**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

grantmaking foundation to support his foundations in Central and Eastern Europe and the former Soviet Union. Those foundations were established, starting in 1984, to help countries make the transition from communism. OSI has expanded the activities of the Soros foundations network to encompass the United States and more than 60 countries in Europe, Asia, Africa, and Latin America. Each national foundation relies on the expertise of boards composed of eminent citizens who determine individual agendas based on local priorities.

The International Women's Program (IWP), a program of the Open Society Institute, promotes the advancement of women's human rights, gender equality, and empowerment as an integral part of the process of democratization. The overall mission of the International Women's Program is to promote, protect and guarantee the rights of women and girls in countries where governance structures, the rule of law, public health and economic reform need urgent international support and where women and girls are facing extreme economic, psychological and physical harm due to armed conflict.

In order to achieve this mission in the countries that it works, the IWP has established the following goals:

1. To support mechanisms to ensure that women have access to justice;
2. To strengthen the voice of the women's movement by supporting their advocacy efforts and increasing their access to decision-making processes;
3. To advocate for as well as support critical initiatives or measures that protect women from all levels of violence and cruelty during conflict and give them a voice in ending it and reshaping the post-conflict phase;
4. To support efforts to build and sustain women's economic livelihoods as a central component of women's access to justice and building peace.

The International Women's Program is currently seeking an Advocacy and Armed Conflict Specialist in the NY Office to assist IWP in the development and implementation of its work related to gender and conflict. The Specialist will report to the Director of IWP, and will have the following specific responsibilities:

- . Provide substantive guidance and analysis on issues of gender equality and women's human rights in the context of armed conflict to the IWP and other programs and regional foundations within OSI;
- . Identify specific priority areas, appropriate partners and grantees as well as entry points for IWP's work on gender and armed conflict in Africa, Asia, Middle East, CEE/CIS and FSU, and Latin America;
- . Work with local NGOs, human rights organizations, international agencies and other appropriate IWP partners in the implementation of targeted and impact-driven initiatives that specifically address the rights of women and girls and promote their access to justice in the context of conflict and post-conflict situations;
- . Monitor IWP's conflict and post-conflict initiatives through site-visits and an implementation of a monitoring and evaluation plan to ensure realization of results;
- . Support and implement advocacy strategies for OSI and partners to advance concerns of women's groups especially in conflict and post-conflict societies in Africa;
- . Enhance OSI's participation in inter-governmental process and human rights mechanisms, as well as among other donors, and international bodies working on conflict;

Increase OSI's international visibility on work related to gender and armed conflict.

REQUIREMENTS:

. Advanced degree in international development, international relations, law, social work, political science or related field; . Specific expertise in mainstreaming gender in conflict and post-conflict interventions in relation to humanitarian assistance, disarmament, demobilisation and reintegration (DDR) or peacekeeping and peace-building . At least 8 years relevant experience working with NGOs, UN agencies, humanitarian organizations or development agencies in relation to human rights, humanitarian assistance rehabilitation, gender and development, and/or economic security; . Knowledge and understanding of the women's movements working on peace, conflict and access to justice issues; . Ability to engage government officials in advocacy agenda as well as represent IWP in the media (print, TV and radio) and at public events; . Ability to work under pressure as a team member in a multicultural setting in the New York office as well as during frequent travel.  
. Excellent written and verbal communications skills in English and preferably French.

COMPENSATION: Commensurate with experience and qualifications.

DESIRED START DATE: February 1, 2008.

TO APPLY: E-mail resume, cover letter and salary requirements by December 10, 2007, to:

[humanresources@sorosny.org](mailto:humanresources@sorosny.org)

Include job code AACSPEC/IWP

OR

Open Society Institute Human Resources - Code AACSPEC/IWP  
400 West 59th Street New York, New York 10019 No phone calls, please.

The Open Society Institute is an Equal Opportunity Employer.

***Luce Professor of Religion, Conflict and Peacebuilding, UNIVERSITY OF NOTRE DAME, IN***

The University of Notre Dame seeks a distinguished scholar and teacher to serve as Luce Professor in Religion, Conflict, and Peacebuilding at the Joan B. Kroc Institute for International Peace Studies. This professor, who may come from any relevant academic discipline and faith tradition, will have compiled an outstanding record of achievement in the study of the various roles of religious actors and religious traditions in both the legitimation and the peaceful transformation of deadly conflicts. At Notre Dame he or she will assume leadership of a variety of academic initiatives dedicated to the interdisciplinary, inter-religious exploration of "lived religion" in contemporary conflict settings.

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Candidates should have research experience in one of the following fields and interest in nurturing interdisciplinary research in the others: religious and ethnic conflict; religion and human rights; inter-religious and intra-religious differences and dialogue; comparative religious ethics; conflict transformation and peacebuilding.

The appointment, which ordinarily includes tenure, will begin in August 2008. We will begin reviewing applications on **January 15, 2008**, but will continue to accept applications until the position is filled. Rank and salary are open. The University of Notre Dame is an international Catholic research university and an AA/EO employer; minority and women candidates are particularly encouraged to apply. Please send nominations and applications to:

Professor Scott Appleby  
Chair, Luce Search Committee  
Joan B. Kroc Institute for International Peace Studies  
107 Hesburgh Center for International Studies  
University of Notre Dame  
Notre Dame, IN 46556

### ***Seeds of Peace Facilitator positions - USA & S. Asia***

#### Description:

Our unique summer program offers an unforgettable experience for all involved, staff and campers alike. Conflict resolution facilitators at Seeds of Peace International Camp participate in up to two weeks of orientation and training prior to camp. During each three-week camp session, facilitators work intimately with a facilitation partner to plan and conduct ninety-minute coexistence sessions (two per day) and monitor the progress of their groups. They're also expected to be an active member of the facilitation team, which is comprised of 14 professionals, plus supervisors. Under supervision, facilitators work together on a formal and informal basis for mutual support, ongoing professional development, and coordination of the coexistence sessions. Facilitators also engage in frequent dialogue with camp counselors about what is happening in other areas of camp in order to assure coordination among bunk life, athletic and arts activities, and the conflict resolution program. Seeds of Peace expects applicants to hold one or several advanced degrees related to this work. The ideal candidate also has experience facilitating groups of young people in conflict and has a basic knowledge of the history and culture of the conflict region with which s/he hopes to work. We especially welcome candidates who can speak one of the languages spoken in the conflict region. All of our applicants are expected to have explored issues surrounding their own identities and related dynamics of power, and to be able to function and take care of themselves in a less-than-comfortable camp environment. In part this requires that applicants be flexible, dynamic, thoughtful, honest, and committed individuals who have a sense of humor and a tolerance for ambiguity. It's expected that conflict resolution facilitators at Seeds of Peace enjoy working with teenagers, have a clearly articulated approach to facilitating groups and promoting coexistence in communities in conflict, and are able to work in an

interdisciplinary environment that encourages a variety of approaches to facilitation, with an emphasis on process. It's not required, but facilitators may also bring additional expertise to their work, such as drama, oral history, visual art, etc.

Time of Employment: Facilitators are hired in coordination with their preferred conflict region (see below). We will not hire new staff to work with the Middle East program who cannot commit to both sessions one and two. Facilitators receive weekly compensation, commensurate with experience, in addition to full room and board.

[Seeds of Peace - Facilitators - USA & S. Asia](http://www.seedsofpeace.org/facilitator)  
<http://www.seedsofpeace.org/facilitator>

### ***Adjunct Faculty positions at Baltimore University, Baltimore, MD***

The Master's Program on Negotiation and Conflict Management (CNCM) at Baltimore University (UB) is looking for adjunct faculty (Ph. Ds or ABDs) to teach two courses in spring 2008.

The courses are CMCM 508: Approaches to Managing Conflict and CNCM 515: Mediation - Theory and Practice. The courses are scheduled to be taught in the Academic Center (rights next to Penn Station) on Wednesdays at 8:15 - 10:30 (CNCM 508) and Thursdays at 5:30 -- 8:00 (CNCM 515).

The syllabi for both courses are attached.

Please contact Dr. Jannie Botes, CNCM Program Director, at [jbotes@ubalt.edu](mailto:jbotes@ubalt.edu) for more information and/or to express an interest in teaching these courses. Please provide full contact information in e-mails.

### ***Three positions with the American Red Cross, Washington, DC***

#### **International Services Finance Manager**

The American Red Cross encourages you to join us on this journey as an International Services Finance Manager for our National Headquarters in Washington, DC. As the humanitarian leader in the nonprofit industry, the American Red Cross works every day around the world helping others. Our workforce is comprised of talented, caring people who enjoy contributing to the development of products and services that help save lives and make lives

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better. Our unique culture and rewarding work experience is the result of a proud history and the efforts of an incomparable paid and volunteer staff.

The International Services Finance Manager will be responsible for the management of all finance staff supporting the Tsunami Recovery Program (TRP). This position will coordinate financial analysis and reports, monitor compliance with donor requirements and corporate policy and support the implementation of financial management procedures and tools. This position will prepare and monitor project allocations and budgets for yearly program planning, manage financial reporting of TRP activities, monitor activities with contracted partners, assess finances and risks of proposed business activities and oversee overall working capital management at Red Cross delegations. Other duties include building and training staff and supporting internal and external audit work including development of documents, reports, corrective action plans and other required information.

**QUALIFICATIONS:** Qualified candidates will have a Bachelor's degree in Finance, Accounting or general business. CPA is preferred. A minimum of five years experience in supervising financial management team support within international organizations is required. Candidate should have knowledge of GAAP accounting principles and international accounting applications suitable for field financial management. Advanced knowledge in use of database applications, spreadsheets and word processing required. Strong organizational communication and customer service skills are necessary. Field experience in international relief and development programs is preferred. We offer a competitive salary as well as excellent employee benefits and working conditions.

**TO APPLY:** For more information or to apply, visit the Jobs page of the American Red Cross website at [www.redcross.org/jobs](http://www.redcross.org/jobs) and search for keyword 6386BR. Please submit your Resume/CV and cover letter with salary requirement. Qualified candidates will be contacted by phone or email. The American Red Cross is an Equal Opportunity Employer.

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## **International Senior Financial Analyst**

The American Red Cross encourages you to join us on this journey as an International Senior Financial Analyst at our National Headquarters in Washington, DC. As the humanitarian leader in the nonprofit industry, the American Red Cross works every day around the world helping others. Our workforce is comprised of talented, caring people who enjoy contributing to the development of products and services that help save lives and make lives better. Our unique culture and rewarding work experience is the result of a proud history and the efforts of an incomparable paid and volunteer staff.

The International Senior Financial Analyst will provide core financial management support for Latin America/ Caribbean regional programs in the International Services Division. Responsibilities include financial analysis and reporting, monitoring compliance with donor expectations and requirements, supporting operational efficiency and supporting internal and external customers. This position will prepare project and annual budgets for response operations, analyze and develop donor financial reports, review cash forecasts, support cash transfers to vendors/ partners, develop processes and

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tools for managing financial resources and work with other staff entities to monitor fund expense activity in accordance with ARC policies and procedures. You will also provide reports and supporting documentation for internal and external audit.

**QUALIFICATIONS:** Qualified candidates will have a Bachelor's degree in Finance, Accounting or general business. Minimum five years experience in the support of financial management activities within international or non-profit organizations required. Experience with U.S. Government grants including OMB Circulars A-110, A-122 and A-133 is necessary. Advanced knowledge in the use of database applications, spreadsheets, word process and accounting applications suitable for field financial management required. Strong organizational, communication and customer service skills are necessary. Knowledge of GAAP accounting principles and USG compliance rules and regulations is strongly preferred. Field experience within international relief and development programs is preferred. Potential travel up to 20 percent. We offer a competitive salary as well as excellent employee benefits and working conditions.

**TO APPLY:** For more information or to apply, visit the Jobs page of the American Red Cross website at [www.redcross.org/jobs](http://www.redcross.org/jobs) and search for keyword 6383BR. Please submit your Resume/CV and cover letter with salary requirement. Qualified candidates will be contacted by phone or email. The American Red Cross is an Equal Opportunity Employer.

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## **International Senior Financial Analyst - IDRU**

The American Red Cross encourages you to join us on this journey as an International Senior Financial Analyst at our National Headquarters in Washington, DC. As the humanitarian leader in the nonprofit industry, the American Red Cross works every day around the world helping others. Our workforce is comprised of talented, caring people who enjoy contributing to the development of products and services that help save lives and make lives better. Our unique culture and rewarding work experience is the result of a proud history and the efforts of an incomparable paid and volunteer staff.

The International Senior Financial Analyst will provide core financial management support to the International Disaster Response Unit (IDRU). This position will prepare project and annual budgets for emergency response operations, develop internal and external donor financial reports and budget versus actual variance reports and review cash forecasts and emergency volunteer expenses. This candidate will prepare IDRU inventory and response fund reconciliations and provide support for cash transfers to vendors/partners. Responsibilities also include developing appropriate processes and tools for managing financial resources and monitoring fund expense activity in accordance with Red Cross policies and procedures.

**QUALIFICATIONS:** Qualified candidates will have a Bachelor's degree in Finance, Accounting or general business. Minimum of five years experience in support of financial management activities within international or non-profit organizations required. Experience with U.S. Government grants including OMB Circulars A-110, A-122 and A-133 is required. Advanced knowledge in the use of database applications, spreadsheets, word processing and accounting

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applications suitable for field financial management required. Strong organizational, communication and customer service skills are necessary. Knowledge of GAAP accounting principles and USG compliance rules and regulations is strongly desired. Field experience within international relief and development programs is preferred. We offer a competitive salary as well as excellent employee benefits and working conditions.

TO APPLY: For more information or to apply, visit the Jobs page of the American Red Cross website at [www.redcross.org/jobs](http://www.redcross.org/jobs) and search for keyword 6382BR. Please submit your Resume/CV and cover letter with salary requirement. Qualified candidates will be contacted by phone or email. The American Red Cross is an Equal Opportunity Employer.

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Carlyle Corporation, International Career Employment Weekly, 1088 Middle River Road, Stanardsville, VA 22973

## ***Organizer/Project Coordinator Opportunity for Environmental Justice, Portland, Oregon***

OPAL (Organizing People-Activating Leaders) is seeking an Organizer/Project Coordinator for 2008 project work with prior experience in grassroots organizing and an understanding of environmental justice principles and public health risks in low-income, minority communities. The organizer's primary role will be to coordinate and implement community-based air quality work, develop relationships and work with residents and stakeholders in OPAL target neighborhoods and support OPAL's Director in growing the organization in areas of policy development and social change strategies.

The position will start out part-time, \$15/hr, with the opportunity to grow into full-time along with increased responsibility within the organization.

OPAL Organizer/Project Coordinator Qualifications:

- Prior experience in grassroots organizing and community involvement

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- Understanding of environmental justice principles and low-income, minority community issues and concerns
- Sense of humor
- All educational levels encouraged to apply (college degree not required).

\*Women, immigrants, emerging youth (18-25) and people of color strongly encouraged to apply. Contact OPAL at [www.opalpdx.org](http://www.opalpdx.org) for more opportunities within the organization

Please submit a cover letter, resume and 2 references to:

OPAL

PO Box 4642

Portland, Oregon; 97208

or email to [kevin@opalpdx.org](mailto:kevin@opalpdx.org)

## ***AED Field Project Manager position, Chad***

### Academy for Educational Development (AED)

Founded in 1961, AED is an independent, nonprofit organization committed to solving critical social problems and building the capacity of individuals, communities, and institutions to become more self-sufficient. AED works in all the major areas of human development, with a focus on improving education, health, and economic opportunities for the least advantaged in the United States and developing countries throughout the world.

**Closing date:** 09 Dec 2007

Job Description

**Starting Salary:** Commensurate with education & experience

**Project Duration:** 7/12/2006 through 07/11/2008

### Project Summary:

The Chad NGO Strengthening Assistance Program is a two-year associate cooperative agreement with USAID to promote conflict mitigation and stability in Chad through two major areas of activity: training and capacity building to foster the development of effective partnerships between local governments and NGOs and sub-awards to indigenous NGOs for the provision of training or related community level activities.

### Position Summary:

The Field Project Manager will be AED's official representative in Chad for the project, with responsibility for overseeing all aspects of its performance, both technical and managerial. Under the supervision of the CAP Senior Program Officer, the Field Project Manager will serve as the project's principal contact point for USAID. In addition, the Field Project Manager will supervise the recruitment, hiring, and supervision of all local financial and administrative staff, consultants, and subcontractors. The Field Project Manager has overall responsibility in the areas of operations, administration, logistics, procurement, budgeting, financial accounting, and database management.

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## Essential Job Functions:

- Serves as the official contact point for USAID;
- Provides overall project management and guidance to team members and consultants, including overall vision, strategy, and technical direction for the entire project;
- Provides direct technical and operational oversight for achieving the goals of the project;
- Coordinates with USAID and the US Embassy on project planning, monitoring, and implementation;
- Provides financial management and accountability of all project activities;
- Supervises project personnel;
- Monitors project activities for results and maintains frequent contact with the home office, advising it about project progress and actual or potential problems;
- Networks effectively with appropriate stakeholders to ensure successful project outcomes;
- Prepares project reports and submits them on time to USAID;
- Ensures that managerial, administrative, and financial procedures comply with provisions of the Cooperative Agreement, USAID regulations, and AED policies;
- Other job-related duties as needed.

**Education:** Bachelors in one of the following or related fields: Community Development, International Affairs and International Development required. Masters preferred.

## Experience:

### Specific Knowledge Requirements:

- 7 years of related experience required – including knowledge and technical expertise in conflict mitigation, community development, and institutional strengthening;
- Experience managing development programs and field offices;
- Fluency in French and/or Arabic;
- Experience supervising staff;
- Experience in, and/or knowledge of Central Africa.

### Skills:

- Ability to work independently, assess priorities, and manage a variety of activities;
- Strong interpersonal, supervisory, and organizational skills;
- Excellent writing, editorial, and communications skills, including strong presentation skills;
- Excellent problem-solving skills;
- Excellent command of English grammar and its usage;
- Experience and high degree of competency using Windows-based computer programs, including Internet proficiency;
- Able to work effectively in a highly collaborative team approach;
- Ability to adapt to a quickly-changing political arena.

**Supervisory Responsibilities:** Supervise four field staff: Program Officer, Finance Manager, Program Associate, Driver

**Working Conditions including Travel and Overtime:** Requires travel to rural locations in Chad.

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## Vacancies Contact

Interested applicants should send resume with cover letter referencing position #KN7283RW to: AED/HR, 1825 Connecticut Avenue, NW, Washington, D.C. 20009; fax: (202) 884-8413 or email: employ@aed.org. For additional information, visit our website at <http://www.aed.org>.

We thank all individuals for their interest in AED, however only those selected for interviews will be contacted.

Individuals responding to job postings are considered applicants if you meet the following criteria: (1) have expressed interest through the Internet, email or other related technologies, (2) are considered by the AED for a particular position, (3) possess the basic qualifications for the position and (4) do not at any point remove yourself from consideration.

AA/EOE/M/F/D/V

**Reference Code:** RW\_78SVC8-36



## **Deputy Chief of Party, Kenya**

[Pact, Inc. \(Pact\)](#)

Pact is a networked global organization that builds the capacity of local leaders and organizations to meet pressing social needs in dozens of countries around the world. Our work is firmly rooted in the belief that local communities must be the driving force in ending poverty and injustice.

**Closing date:** 30 Dec 2007

### Job Description

Pact Kenya is a regional NGO that facilitates institutional development of civil society organizations through capacity building and partnerships. We believe that empowered communities are able to independently address challenges / constraints and earn a dignified living, economic independence and political participation. We work in environment and natural resources management, HIV/AIDS, conflict management and peace building, democracy & governance, and social justice and inclusion.

One of the Projects under Conflict management and Peace Building is the PEACE II project; a 3-year project funded by the US Agency for International Development (USAID) which aims to enhance African leadership in the management of conflict within the horn of Africa. It also intends to improve the ability of communities and community based organizations to respond to conflict by strengthening the linkages between those communities and the wider civil society and government at the local and regional levels in the border areas of this region. We are seeking competent individuals to fill the following position;

### **DEPUTY CHIEF OF PARTY**

Reporting to the Chief of Party the deputy Chief of Party will support the Chief of Party in managing and providing overall technical leadership to the PEACE II program. The DCOP will represent PEACE II and liaise with regional actors and serve as a resource for the senior management team as well as the chief partners (Practical Action and Pact Kenya), other Responsibilities will include:

#### ***Responsibilities:***

- Providing background political and conflict analysis on the context in the Somali and Karamoja clusters;
- Providing direct feedback on potential improvements to programs, reviewing activities and providing programmatic input on new directions ;
- Supervising the cluster coordinators in the Somali and Karamoja clusters;
- Overseeing the Pact Kenya technical and program staff;
- Supervising the grants management component of the program, including the review of proposals from potential local partners;
- Representing the program in, and provide linkages to CEWARN,IGAD and National Steering Committee(NRC)
- Building linkages among and between actors both horizontally between peer actors, and vertically from the community up to the national and regional levels;

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- Overseeing the Organizational Capacity Assessment (OCA) process;
- Overseeing the implementation of the organizations capacity/improvement plans;
- Providing quality control in reviewing reports from Partners and grantees;
- Supervising the monitoring, evaluation and reporting of the program;
- Serving as liaison with communicating with USAID,CEWAR,NSC and other partner agencies; and
- Maintaining effective communication and relationships with relevant departments and field-based staff to promote successful implementation of PEACE II.

***Desired Skills and Qualifications:***

The minimum required academic and professional skills for the jobholder to perform successfully in their job are:

- Master's degree in conflict management, political science, or development studies is desired
- 5-10 years of project management experience, including budget oversight, grants management, proposal development, reporting and relationship building.
- Knowledge of conflict management and peace building related programs;
- Knowledge of issues in pastoralist region;
- Ability to communicate effectively with others;
- Ability to work effectively and efficiently as part of a team;
- Prior experience working in conflict environments desired;
- Ability to work in a fast –paced environment requiring multi-tasking and work under pressure;
- Knowledge of policy influences and institutional practices;

Vacancies Contact

Please submit your applications electronically to [vacancy@pactke.org](mailto:vacancy@pactke.org), quoting either of the following Reference No: (PK/DCOP/07)

OR

The HR Officer

Pact Kenya

P.O. Box 76390 – 00508

NAIROBI, Kenya

Deadline for submission is 12:00pm Friday 16 November 2007.

\* Applicants from East Africa are encouraged to apply.

Applicants must submit (1) a cover letter of introduction explaining how they meet the above criteria; (2) a detailed and current CV; (3) contact information for 3 referees;(4) Current Remuneration; only candidates short-listed for interview will be contacted by Pact Kenya.

**Reference Code:** RW\_78YSFJ-4



## ***Civil Society and Human Rights Coordinator, Nairobi, Kenya***

### [International Rescue Committee \(IRC\)](#)

The International Rescue Committee (IRC) is one of the largest humanitarian agencies in the world, providing relief, rehabilitation and post-conflict reconstruction support to victims of oppression and violent conflict. IRC has worked for over seven decades and today is involved in over 25 conflict zones in the world. We address both the immediate, life saving needs of conflict affected people in an emergency and the reconstruction needs in post conflict societies. IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships and thorough accountability to those we serve. The IRC is an international agency with offices in London, Brussels, New York, and Geneva.

**Closing date:** 10 Jan 2008

Job Description

The International Rescue Committee currently seeks a Civil Society and Human Rights Coordinator for its Kenya program, based in Nairobi.

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## RESPONSIBILITIES

The Civil Society & Human Rights Coordinator (CS&HRC) is responsible for ensuring the development and promotion of IRC's partnership approaches, providing advice and support to enhance the capacity of IRC Kenya programs and developing key relationships with partners including civil society, government, international and national organizations. The Coordinator will also play a critical role in developing new initiatives that meet the needs of the most vulnerable including refugees, women, youth and other disadvantaged communities in Kenya.

## REQUIREMENTS

- At least five (5) year's experience at the senior level in the development sector including knowledge of the development of civil society in Kenya, with proven ability in developing and maintaining effective working partnerships with them;
- Experience of distance team working, including providing support, training, mentoring and coaching from a distance;
- Experience working with national partners in the delivery of services and the implementation of community focused projects;
- Have managed or worked on human rights and/or rule of law projects that include components of access to justice and legal aid;
- Masters degree in Development studies, International Relations, International Law, Gender and Development; Governance and Development or another related field.
- Ability to work well under unstable security environments, and administrative and programmatic pressures, and to adapt to the changing programmatic context.
- Experience in Gender & HIV/AIDS mainstreaming
- Fluency in spoken and written English and able to present ideas clearly and concisely;
- Strong computer skills preferred: must be competent in the use of Windows, MS office programs (Word, Excel), email programs;
- Strong organizational, interpersonal, and communication skills;

Vacancies Contact

To apply for this position please go online to <http://www.theIRC.org>, click jobs under Kenya program. Please submit resume and salary requirements online at <http://www.IRCjobs.org>.

**Reference Code:** RW\_78XR3B-14

## ***Early Warning and Preparedness Officer with UNOCHA, Nairobi, Kenya***

**Closing date:** 23 Nov 2007

Job Description

United Nations Core Values:  
Integrity - Professionalism - Respect for diversity

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**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

**Date of issue:** 09 November 2007

**Post title and level:** Early Warning and Preparedness Officer, L-3

**Duty station:** RO-CEA, Nairobi, Kenya with regular travel in the region

**Duration:** 12 months

**Vacancy Notice number:** OCHA/G/134/2007

**Deadline for applications:** 23 November 2007

**Date of entry:** asap

[United Nations Office for the Coordination of Humanitarian Affairs \(OCHA\)](#)

## Background:

The humanitarian situation in Central and East Africa during 2006 featured widespread conflict (Somalia and the Darfur–Chad–Central Africa Republic [CAR] triangle), a high incidence of natural disasters (drought in the Horn of Africa region from late 2005 throughout 2006, and heavy flooding in late 2006) and increased human vulnerability due to a cycle of climate-related shocks that allowed very little recovery time for large numbers of pastoralists and agro-pastoralist communities (north-eastern Kenya, southern Somalia, southern Ethiopia, Djibouti and Eritrea).

In support of country offices and UNCTs in the region, the Regional Office for Central and East Africa (ROCEA) undertakes surge and technical support missions to UNCTs in the region on humanitarian reform, advocacy, public information and the CERF. RO-CEA also undertakes significant work on cross-border preparedness and planning, sectoral and thematic coordination and emergency response mechanisms including surge and technical support to preparedness activities, contingency planning and emergency response in the Republic of Congo, Chad, DRC, Somalia, Kenya, Ethiopia and Côte d'Ivoire.

## Duties and responsibilities:

Under the direct supervision of the RDRA and overall management of the Head of office, the officer will support the OCHA offices and IASC teams in the regional context and in independent countries of coverage, to develop country and/or sub-regional inter-agency contingency plans, contribute towards producing early warning reports and translating them into early action by the concerned teams.

Under the direct supervision of the RDRA and overall management of the Head of Office, the Officer will support the OCHA offices and IASC teams in countries of coverage, to develop country and/or sub-regional inter-agency contingency plans. The Officer will also contribute towards producing early warning reports and translating them into early action by the concerned teams, including cultivating a corporate culture of preparedness within the RO and OCHA offices in the region, through various tools and processes.

Specific functions and tasks:

1. Monitor impending and developing emergency situations in order to ensure that appropriate preparedness and early actions are taken.
2. Provide guidance and assist OCHA country offices and UNCT/IASC teams on matters related to preparedness and contingency planning with the aim to mainstream necessary actions into existing systems and mechanisms.
3. Remain in regular contact with the EW/CP Working Group to ensure that the RO's work is aligned with OCHA's corporate priorities
4. Implement relevant elements of the early warning prioritization tool , developed by the EW/CP working group for better emergency preparedness within the RO.
5. Establish or strengthen a network of Emergency preparedness Officer in Nairobi and ensure the nomination of preparedness focal points in OCHA country offices
6. Ensure complementarity between the IAWG regional Emergency preparedness and other fora on preparedness in Nairobi, Kenya
7. Support training efforts related to emergency preparedness and response, and assist in the organisation of inter-agency regional planning exercises, as appropriate.
8. Undertake surge capacity missions to countries of concern to support the identification of preparedness measures (through the development of sub-regional or country-specific inter-agency contingency plans)

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9. Ensure that GIS is effectively used in illustrating contingency planning documentation
10. Provide early warning input to the various RO information products
11. Contribute to ongoing internal and inter-agency efforts to refine and update guidance on early warning, contingency planning and emergency preparedness.
12. Any other task as requested by the Head of Office

## Core Competencies:

**Professionalism** – Comprehensive knowledge of and exposure to a wide range of humanitarian assistance, emergency relief and related human rights issues; conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response; demonstrated problem-solving skills and ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems; very good knowledge of region or country of assignment, including the political, economic and social dimensions; strong negotiating skills and ability to influence others to reach agreement; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); very good knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and sound knowledge of the institutions of the UN system; demonstrated

Ability to complete in-depth studies and to formulate conclusions/recommendations; ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social and human rights programmes in affected country/region.

**Managing** - Leadership and supervisory skills and ability to coach, mentor and develop staff.

**Commitment to Continuous Learning** – Willingness to keep abreast of new developments in the field.

**Communications** – Excellent communication (spoken and written) skills, including the ability to convey complex concepts and recommendations to staff at senior levels, both orally and in writing, in a clear, concise style.

**Planning & Organizing** – Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects/activities.

**Technology Awareness** – Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, Internet, etc.

**Teamwork** – Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

## Qualifications:

Advanced university degree (Master's degree) in political, social, law, public or business administration, management, economic sciences or in any related area of studies. A combination of relevant academic background (at least a first level university degree id est Bachelor's degree or equivalent) and extensive relevant professional experience in a related area may be accepted in lieu of an advanced university degree.

At least five (5) years of progressively responsible relevant professional experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, including at least three (3) years of experience at the international level. The professional experience must include at least three (3) years of field-based experience involved in humanitarian emergencies;

Ability to work with a minimum supervision, with efficiency, competence and integrity with people of different cultural background.

**Language:** Fluency in written and spoken English and French is an asset.

Please note that applications received after the deadline will not be accepted.

All posts are subject to availability of funds.

Applications from qualified female candidates and from nationals of non- and under-represented countries are particularly encouraged.

Diploma of completed University degree may be requested in due course.

Applicants will be contacted only if they are under serious consideration.  
May 2007

Please note that applications received after the deadline will not be accepted.

All posts are subject to availability of funds.

Applications from qualified female candidates and from nationals of non- and under-represented countries are particularly encouraged.

Diploma of completed University degree may be requested in due course.

Applicants will be contacted only if they are under serious consideration.

### How to apply:

All applicants are requested to email the following documents to the OCHA Human Resources Section/AO at **ochavacancies@un.org** :

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular position
2. Completed Summarized Personnel Information Form
3. Completed P-11 and P-11 Supplementary Forms

All Application Forms can be found by clicking on the following link:  
<http://ocha.unog.ch/OCHAVacancies/>

**It would be appreciated your stating your full name and the OCHA vacancy notice number (OCHA/G/134/2007) as the subject in your e-mail application.**

Please send one email application for every vacancy announcement.

Vacancies Contact

ochavacancies@un.org

**Reference Code:** RW\_78SBWQ-73



## ***Regional Project Officer (Junior Position) with Danish Refugee Council, Liberia***

The Danish Refugee Council (DRC) is a private, humanitarian organisation covering all aspects of the refugee cause. Our aim is protection and promotion of durable solutions to refugee and displacement problems, on the basis of humanitarian principles and human rights. We work on the basis of the Code of Conduct for the ICRC and NGOs in Disaster Relief, and the UN Conventions on Refugees.

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**Location:** Liberia (Duty Station is Monrovia with extensive travel in Liberia, Guinée, and Côte d'Ivoire )

**Closing date:** 25 Nov 2007

Job Description

### **Background:**

West Africa, and particularly the sub-region of Liberia, Cote d'Ivoire, Guinea and Sierra Leone, has seen waves of conflict and civil unrest over the past 16 years. The conflicts in the sub-region are inter-link and complex. They are political, social and cultural and are found at all levels in the society throughout the region. The present project, WOMEN IN CONFLICT AND POST CONFLICT SITUATIONS IN WEST AFRICA, seeks to address the particular needs of women and girls in conflict and post-conflict situation as well as mobilizing them to engage in peace-building and conflict resolution in the sub-region.

### **General**

The overall responsibility of the Regional Project Officer (RPO) is to assist the project manager to kick start the project in Mano River Union countries at all levels of the project cycle phase, support network's partners in implementing peacebuilding and women't right's activities in Sub-region: Nimba County in Liberia, Guinée Foréstièrè, and Région du Moyen Cavally/18 Montagnes in West Côte d'Ivoire.

The projects seeks to:

- Support implementation process of SCR 1325 in Sub region
- Contribute substantively to integrating gender and peacebuilding cross cutting concepts into the Liberian Reduction Strategy Process (PRSP)
- Promote peace building initiatives, conflict resolution techniques among CBO, women's group and women's network
- empower women politically and economically
- support women particularly affected by conflict in regional border area
- raising awareness and campaigning on SGBV and HIV/AIDS prevention initiatives

### **Supervision Arrangements**

The RPO will be based in regional office in Monrovia, although most time will be dedicated to fieldwork across the sub-region. He/she will be liaising and reporting to line Regional Project Manager. He/she must speak and write fluently English and French.

### **Roles and Responsibilities**

- Contribute to the development of overall project activities, and ensure that activities are effectively and timely executed, in line with the project document and the MOUs signed between DRC and partners in Guinée, Côte d'Ivoire and Liberia;
- Assist the Regional Project Manager in undertaking continuous liaison with local Government, Community Leaders and stakeholders to maximize responsiveness both effective local governance support and improved social cohesion at community level;
- Monitor, guide and report on transparent finance management with particular regard to concordance on operational and activities expenditure within budgets allocated to partners;
- Support setting women's rights, UNSCR 1325, law awareness and training provision are supplied in line to texts, principles and consistent methodology;
- Ensure target groups, particularly business and trade women's efforts are appropriately focused, basic business management training provided, and ongoing mentoring and monitoring ensures that newly created business opportunities are sustainable;
- Supervise, guide and monitor SGBV and HIV/AIDS awareness and educational campaigns, including networking, referral and coordination with authorized institutions and service-orientated agencies for support to affected

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vulnerable populations;

- Ensure that standard reporting arrangements at the regional level are in place and timely input from the three FO are included;
- Write periodic reports against the work plans and collaborate as advisable to quarterly reports and DRC Newsletter;
- Attend relevant meetings and represent DRC as required;
- Any other duties as assigned by the Regional Programme Office.

**Personal Requirements include:**

*Academic and Professional background*

- Applicant must have relevant educational background within Social sciences, Law, Gender, Political Sciences, Peace Studies or similar;
- Experience in implementing gender, community work or reconciliation/conflict resolution projects and networking will be an advantage;
- Demonstrated ability related to management of project cycles, including project formulation, monitoring, reporting and evaluation;
- Familiar in addressing GBV, with UNSCR 1325 and women's rights international tools;
- Strong ability to draft policy documents and written results-focused reports in English and French;
- Applicant must be good at planning and working independently, as well as good team player, able to analyze and solve problems;
- Good facilitator, managerial and team-building skills;
- Familiarity with African post-conflict context is an advantage.

**Vacancies Contact**

thomas.jacobsen@drc.dk and angeles.martinez@drc.dk

Only motivated applications in English or French that address the stipulated duties and meet the required qualifications sent together with a CV will be considered. CV-only applications will not be considered. We do not operate with standard formats for applications or CVs.

Applications should be marked "WPM-RPO".

**Reference Code:** RW\_78WAXQ-10

## ***Gender Based Violence Program Coordinator with International Rescue Committee, Liberia***

The International Rescue Committee (IRC) is one of the largest humanitarian agencies in the world, providing relief, rehabilitation and post-conflict reconstruction support to victims of oppression and violent conflict. IRC has worked for over seven decades and today is involved in over 25 conflict zones in the world. We address both the immediate, life saving needs of conflict affected people in an emergency and the reconstruction needs in post conflict societies.

**Location:** Liberia

**Closing date:** 14 Dec 2007

**Job Description**

After 14 years of civil conflict, Liberia's communities, general infrastructure, social service, and legal/justice systems are in a state of crisis. During this period of protracted conflict, many Liberian women and girls were targeted for various acts of physical and sexual violence, much of which has now become normalized in post-war Liberia. Liberia's Interim Poverty Reduction Strategy Paper acknowledges that there are "serious institutional and technical capacity gaps to adequately address gender equality issues." Those gender equality issues are at the root of the violence perpetrated against women and girls in Liberia today. Women and girls make up 50 percent of the population in Liberia. Yet their potential to contribute to rebuilding their countries while living lives free of violence remains thwarted as the violence and discrimination that plagued them before and during the conflict continues. The

problem is compounded by reconstruction programs that fail to address women's rights and expect them to return to traditional female roles, regardless of their changed social roles and circumstances as a result of the war. In addition, conflict decimates education, justice, and health care systems and what meager protection mechanisms may have existed prior to the crisis to protect women and girls from violence.

### **Role of the IRC:**

Founded in 1933, the IRC is a global leader in emergency relief, rehabilitation, protection of human rights, post-conflict development, resettlement services, and advocacy for those uprooted or affected by violent conflict and oppression. The IRC is one of the first humanitarian organizations to launch specific programs for survivors of sexual violence. Over the past ten years, through partnerships with groups of women in more than 15 countries, the IRC has implemented programs that prevent and treat violence against women (VAW) in refugee settings and other conflict-affected communities and has developed a reputation as a global leader in this field.

IRC in Liberia has been programming on preventing violence against women and girls since 2001. Today, IRC Liberia implements GBV prevention program in Montserrado, Lofa and Nimba Counties. The goal of the GBV Program in Liberia is to enhance and encourage the ability of the Ministry of Gender and Development and local community structures to prevent and respond to GBV, put GBV issues on the national agenda, and create social change toward safe communities, social justice and equal rights for women and girls in partnership with men and boys.

Currently, GBV staff provides case management services for survivors in Montserrado, Lofa and Nimba counties and work to enhance local capacity to prevent and respond to GBV through awareness-raising, training, male-involvement and coordination of all actors in close collaboration with the Ministry of Gender.

### **Responsibilities:**

The GBV Coordinator will be responsible for providing strategic direction, leadership and overall technical and management assistance to the national program, developing new initiatives and liaising with key donors and stakeholders and transitioning the program from an emergency response program to one implemented within a community development framework.

- Provide leadership, guidance, and overall management and technical support, training and supervision to one national coordinator, one expatriate manager and two national program managers and all field staff; Ensure staff practice with clients adheres to best-practice principles when working with survivors and that all staff use participatory approaches to working with the community in addressing beliefs and practices that condone or perpetuate violence against women;
- Develop new program initiatives and write project concept papers and proposals in line with both IRC Liberia and GBV program strategic plans, keeping in perspective IRC's Program Framework;
- Ensure that all IRC administrative, financial and logistic internal requirements and donor-reporting requirements are met and that reports are of a high quality and submitted on time.
- Manage program funds as allocated in the awarded grants to ensure the attainment of all objectives within the authorized budgets.
- Coordinate the production of high quality periodic reports and present them in a timely manner to the DDP and Grants Department when such structure exists, for submission to IRC NY and donors
- Develop and maintain effective working relationships with key stakeholders including UN agencies, Government representatives, donors, and national and international NGOs and lead coordination in the GBV sector in Liberia, including delivering training and technical support to partners;
- Represent IRC on issues related to violence against women and girls to the Ministry of Gender and Development and other relevant Ministries, local authorities, communities, donors, other NGO and other relevant issues.

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- Coordinate with other IRC sectors, especially Health, Education and Protection to ensure standards of excellence on prevention of violence against women and girls related issues as well as demonstrating a commitment to the strategic and holistic programming of IRC Liberia.
- Coach, mentor and build capacity of IRC staff and partners
- Develop new partnerships – especially with local NGOs and civil society organizations;
- Evaluate the quality of IRC's GBV program in Liberia, including recommendations for addressing key gaps and areas for improvement identified.

#### Vacancies Contact

We request that all applications be completed on line at [www.IRCjobs.org](http://www.IRCjobs.org). Please indicate in your cover letter how you initially became aware of this vacancy. IRC does not set closing dates/deadline dates for applications, recruitment is ongoing until the position is filled. The IRC reviews all applications and you will be contacted directly if you are selected as a candidate.

**Reference Code:** RW\_78XQ57-5

## ***Legacy Capacity Building Coordinator***

### [International Rescue Committee \(IRC\)](#)

The International Rescue Committee (IRC) is one of the largest humanitarian agencies in the world, providing relief, rehabilitation and post-conflict reconstruction support to victims of oppression and violent conflict. IRC has worked for over seven decades and today is involved in over 25 conflict zones in the world. We address both the immediate, life saving needs of conflict affected people in an emergency and the reconstruction needs in post conflict societies.

**Location:** Sierra Leone

**Closing date:** 14 Dec 2007

#### Job Description

More than 35 million people live in the four countries of West Africa in which IRC is operational: Liberia, Sierra Leone, Cote D'Ivoire, and Guinea. Nearly 18 million are under the age of 18 – children, who have spent the majority of their brief lives in countries that have been directly affected by the wars and displacement that started 17 years ago in Liberia, and continued in one country or another until 2003. During this period, 1.5 million Liberians were displaced, either across the border into Sierra Leone, Cote d'Ivoire and Guinea, or internally. In Sierra Leone, 2 million people had to flee from their homes. Until recently, Cote d'Ivoire was divided between ex-rebel and government forces, with UN and French peacekeepers holding a fragile buffer zone. The security situation in the mineral-rich and relatively stable country of Guinea is deteriorating as President Lansana Conté's failing health and the resulting political uncertainty have led to destabilization.

The International Rescue Committee has been working in West Africa since 1992, with communities that have been affected by the wars that have raged in this region. Our focus has been on protecting children and young people, to mitigate some of the worst consequences of the fighting and displacement. With the Legacy Initiative, our aim is to build on what has been accomplished to date, with the knowledge and insights that come from our years of experience working with children, communities and local and national governments, to help generate a sea change in terms of real and sustainable educational opportunities for children and youth in the region. This would include both an expansion of the basic resources, school buildings and materials, as well as a dramatic investment in training and development and support local and national systems. This cadre of trained people is essential for ongoing peace and stability and is a pre-requisite for economic development.

The LEGACY Initiative is funded by private philanthropists and presents an exciting opportunity to develop new approaches in humanitarian and development assistance. The project is presently funded at the level of \$15 million over 6 years and is focused on providing marginalized children and youth with access to meaningful, learning

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opportunities, including formal and non-formal education, learning for livelihood development, with a special emphasis on girls. Innovation and learning is a core focus on the project and new approaches to meeting the educational needs of marginalized groups will be developed, tested, and documented. The first year of the project was dedicated to developing an innovative and contextually relevant project design, conducting a baseline assessment from which to measure impact throughout the project, and developing needed partnerships and staffing. Capacity building for sustainable change – within IRC staff, civil society and government partners, and communities - will be an important element in the project. The innovations and learning within the project will be regularly captured and shared in a way that will contribute not only to other IRC programs around the world, but also to other education actors in West Africa, and to the general body of knowledge on education in conflict-affected countries.

### **Responsibilities:**

IRC worldwide is committed to recruiting, developing, and retaining qualified staff who will contribute to enhance quality of programming. Legacy will contribute to this by investing in capacity building of IRC staff and local partners in West Africa. Developing a pool of competent, high-performing national staff and local partners (e.g. government officials and local- NGO personnel) is an important strategy to address long-term development needs of fragile countries in West Africa.

The Capacity Building Coordinator will be responsible for planning, coordinating, and directing capacity building programs for IRC West Africa staff and local partners. The ideal candidate will understand and be familiar with different strategies and techniques for capacity building beyond training programs and workshops.

### **ESSENTIAL JOB FUNCTIONS:**

In coordination with country teams, develop, oversee and guide the implementation of capacity building initiatives

Identify individual and team capacity development needs that take into account current job requirements and career aspirations

Determine training needs and develop standardized Legacy Capacity Building training package for IRC staff and local partners

Pilot Legacy Capacity Building package with IRC staff

Investigate and recommend other staff development opportunities such as e-learning, mentoring, staff exchange, and coaching

Coordinate country capacity building initiatives with regional (Legacy) and global (NY) initiatives

Monitor capacity building effectiveness and design and implement methods of measuring progress or success

Coordinate cross-border workshops of project staff and partners to share lessons learned during program implementation

Support country teams in the design and implementation of country-specific capacity assessments, action plans and activities

In collaboration with country teams, document the process of on-going capacity building initiatives.

Compile, report and present capacity building activities and achievements to be included in work plans, quarterly and annual reports and shared with other stakeholders

Design, deliver, and train others to deliver training, coaching, mentoring services as needed  
Work with country teams to ensure retention of quality staff

Develop, with country teams, a system for tracking and monitoring staff professional development

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**Qualifications:**

Bachelors plus advanced degree in international development or a related human development field

Minimum of 4 years of professional experience in international development, staff development, program management or related field

Experience in social programs in developing countries and extensive training and experience in institutional capacity building

Thorough knowledge of capacity building and training strategies and approaches that can be implemented to meet needs of developing country institutions

Demonstrate a high level of capability in the following areas: group process facilitation skills, staff development, training design and implementation management, and project management.

Knowledge and application of adult learning theory and principles

First class verbal communication skills – presenting to diverse audiences and coaching/consulting/advising on a one to one basis

Exceptional interpersonal skills

Excellent written communication skills – producing reports, training resources, publicity material to a high standard

Ability to work independently; manage projects on a daily basis with minimal supervision

Strong organizational skills with ability to manage multiple, conflicting priorities in a multi-cultural environment

Ability to relate to and communicate with all staff groups

Fluency in English required

French language highly desirable

Availability to travel regularly within the region

Ability to travel extensively in the Region

Strong computer skills: facility with MS Word, Excel, PowerPoint, and email/internet software

Vacancies Contact

We request that all applications be completed on line at [www.IRCjobs.org](http://www.IRCjobs.org). Please indicate in your cover letter how you initially became aware of this vacancy. IRC does not set closing dates/deadline dates for applications, recruitment is ongoing until the position is filled. The IRC reviews all applications and you will be contacted directly if you are selected as a candidate.

**Reference Code:** RW\_78XQBA-35



## **Director - Mercy Corps Conflict Management Group, Cambridge, MA**

Last Updated: 11/19/2007

Job Description:

<http://www.mercycorps.org/aboutus/jobs>

### DEPARTMENT SUMMARY:

Mercy Corps works in countries in transition, where communities are recovering from disaster, conflict or economic collapse. Our experience demonstrates that these times of turmoil and tragedy offer a myriad of possibilities for positive change. We add our greatest value as an international relief and development agency by nurturing those kernels of positive change with community-led and market-driven action. The Mercy Corps Vision for Change reflects our belief that peaceful, secure and just societies emerge when the private, public, and civil society sectors are able to interact with accountability, inclusive participation, and mechanisms for peaceful change.

We recognize that some level of conflict exists in every society. Healthy and vibrant societies have mechanisms for managing conflict and change without resorting to violence. However, Mercy Corps works in transition countries that mostly lack adequately developed mechanisms. Through the mega trends of fragile and failing states, extremism, climate change and ballooning youth demographics, communities confront challenges that threaten to undermine, impede or prevent development gains. Embedded within these challenges are human interactions that suffer from the mounting pressures on resources, livelihoods, and well-being.

In 2004, Mercy Corps took a decisive step to enhance its capacity to address conflict by merging with the Conflict Management Group in Cambridge, Massachusetts. Over its 20 year history, the Conflict Management Group, founded by Roger Fisher, co-author of the groundbreaking book, *Getting to Yes*, had developed a widely acclaimed reputation built on interest-based negotiation methodology. The Conflict Management Group's track record in troubled regions worldwide provided a natural complement to Mercy Corps's extensive programs in transitional countries. By combining the Conflict Management Group's vast experience in conflict management theory and practice with Mercy Corps's deep global experience in empowering transitional communities, Mercy Corps's Conflict Management Group (MC CMG) has been able to leverage interest-based negotiation to drive societies more quickly toward tangible development and thus reduce the opportunities for conflict and violence.

### GENERAL POSITION SUMMARY:

The Director of Mercy Corps Conflict Management Group (MC CMG) will lead a team of professionals to further Mercy Corps efforts to catalyze peaceful change throughout the transitional countries in which we work. The Director will channel the resources, skills, and knowledge of his/her team to assist countries to better assess, analyze, design, and implement programming that assists their peaceful development. The Director is charged with formulating and actualizing a plan to establish Mercy Corps as a clear and recognizable thought leader on conflict and a preeminent implementer of programming that

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leverages the best of interest-based methodologies, other conflict approaches, and development practice.

#### ESSENTIAL JOB FUNCTIONS:

##### Leadership, Vision, and Strategy

The Director will lead the development and implementation of the MC CMG action plan, which:

refines a vision with internal constituents that focuses Mercy Corps on certain key countries and/or limited number of conflict specializations (e.g., land conflict) as a way of realizing deeper impact;

ensures the MC CMG action plan aligns with the overall strategy of Mercy Corps and our work in transitional countries; and

builds on the rich experience of CMG activities over two decades to help capacitate a wide range of leaders in the practice of negotiation and conflict management.

##### Impact

The Director will work closely with Mercy Corps field leadership and DM&E team to ensure that we are able to articulate how Mercy Corps is having impact on conflict and in conflict environments. As part of this effort the Director will:

ensure completion of a basket of best practice indicators;

enable the CMG team to adapt the existing toolbox and create new tools for applications in the field; and

activate an energized community of practice as a mechanism for cross-learning.

##### Profile and Positioning

The Director will lead the CMG team to raise recognition and awareness of Mercy Corps's™ conflict programming with peer agencies, international organizations, corporate partners, government agencies, and donors. S/he will:

work in targeted countries with Country Directors and senior staff to create a coordinated strategy that utilizes our field presence, and taps into technical knowledge and leadership skills from throughout the agency;

identify strategic partnerships with other

organizations to take advantage of new program opportunities;

ensure marketing materials are up-to-date and professionally represent MC

present our work at professional conferences and workshops to strengthen our position as a leader in the field; and

roll out agency-wide guidance on use of MC CMG brand in literature, proposals, public forums, and the Mercy Corps website.

#### Resource Acquisition

The Director will lead his/her team in supporting grant and contract proposals to secure resources for conflict programming. This will include:

identifying and promoting funding opportunities that further our agency efforts;

writing, editing, advising, and reviewing program designs and proposal development;

networking and engaging with private and government donors; and

utilizing targeted multi-country impact studies to capture compelling results.

#### Organizational Learning

As part of Mercy Corps's™ agency-wide Organizational Learning Initiative, all team members are invited to spend 5% of their work time in formal and/or non-formal professional learning activities. The Director will endeavor to share her/his work experience and learning with MC colleagues and with external audiences when appropriate.

#### Accountability to Beneficiaries

Mercy Corps team members are expected to support all efforts towards accountability, specifically to our beneficiaries and to international standards guiding international relief and development work while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

ACCOUNTABILITY:

SUPERVISORY RESPONSIBILITY:

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Four MC CMG staff members

REPORTS DIRECTLY TO:

Vice President, Program Development

WORKS CLOSELY WITH:

Country Directors and Regional Program Directors; other Technical Support Units; Resource Development/Constituency Development, Strategic Innovations; Finance and Administration; and the Learning and Organizational Effectiveness team

KNOWLEDGE AND EXPERIENCE:

Minimum MA/S or equivalent in Law, International Affairs, or related field.

Minimum 12 years experience with negotiation and conflict management methods, tools, training, coaching and advising, including experience with assessments, monitoring, evaluation, and training design.

Minimum 5 year experience in leading and managing diverse and virtual teams; demonstrated effectiveness and success working in multi-cultural environments.

Experience with public speaking, media relations, marketing, and product development.

Familiarity with key government donors, foundations, and corporate social responsibility departments of major corporations.

Minimum 8 years project management experience, including budget oversight, grants management, proposal development and relationship building.

Strong writing skills demonstrated through success securing grants and contracts.

Familiarity with interest-based methodologies.

SUCCESS FACTORS:

The successful Director of Mercy Corps' Conflict Management Group must be able to communicate a clear vision and strategy to internal and external audiences. The job will require strong strategic thinking and decision-making skills. The Director must build strong cross-departmental relationships in Mercy Corps to leverage the wealth of experience and

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expertise of the organization. The Director is able to leverage or acquire staff and financial resources for innovative initiatives.

The Director should enjoy complex challenges and have an innovative streak. The Director needs to enjoy and be comfortable in engagement with donors, academics, and practitioners.

#### LIVING/WORKING/ENVIRONMENTAL CONDITIONS:

This position will be based in Cambridge, MA and requires approximately 30% travel within the US and to international locations. International assignments may include locations that are insecure and/or have limited accommodations.

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## ***Facilitator position with Community Conferencing Center, Baltimore, MD***

[www.communityconferencing.org](http://www.communityconferencing.org)

The Community Conferencing Center has been in operation for nearly 10 years, providing an effective, participatory, community-based process for people to resolve their own crimes and conflicts. More than 6,500 Baltimore residents have participated in Community Conferences and our related services. We continue to successfully divert young people from the juvenile justice system, resolve debilitating community conflicts and provide meaningful alternatives to school suspension/arrest. As a result of the increasing demand for Community Conferencing services, we are searching for an energetic, highly organized, dedicated and fun individual to join us as a Community Conferencing Facilitator.

Community Conferencing is working on the cutting edge of social change and community mobilization. This position provides an exceptional opportunity for a deeply committed and well-organized individual who thrives in a progressive, team-based work environment. The work environment at CCC is filled with committed and friendly individuals. The person holding this position must be self-motivated, extremely reliable, and able to work both independently and as part of a team.

#### FACILITATOR Job Description

A skilled Community Conferencing facilitator is emotionally mature, has "street sense," and has strong competencies in community work, communication, relationship building, and sincere in their belief that people *have* the capacity to effectively resolve many conflict *themselves*. The Facilitator provides a structured and safe space for people in conflict to come up with their own solutions. The Facilitator is responsible for organizing and convening Community Conferences, as well as performing diligent case follow-up. S/he works effectively with minimum direct supervision. The Facilitator has a deep understanding of the principles of community justice/conflict transformation, and performs other duties related to the work. The position involves direct contact in diverse environments, including:

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neighborhoods, schools, criminal justice and government. Evening and weekend hours are sometimes required.

### Responsibilities

Facilitate Community Conferences  
Communicate effectively with  
Young people  
Parents/guardians  
School staff/administration  
Criminal justice system workers  
People from a full-range of ethnic and socio-economic backgrounds  
Work effectively as part of a committed, energized, “can do” and fun team  
Not take people’s strong emotions and conflicts personally  
Other duties as determined by the project at hand

### Qualifications

Understanding of the organization and a sincere belief that people have the capacity to resolve their own conflicts  
Excellent verbal and written communication skills  
Ability to professionally represent the organization  
Proficiency in Microsoft Word, experience in Powerpoint, Access, Excel and Outlook desirable  
Strong organizational skills  
Ability to work independently and strong sense of follow-through; unflagging capacity to meet deadlines  
Flexibility  
Positive attitude  
Commitment to team building—including a willingness/ability to provide constructive feedback

### Education and Experiences

Bachelor’s degree or at least four years related experience in community work, human services or education  
Completion of Community Conferencing Facilitator training and apprenticeship

*Salary is commensurate with experience.  
Will consider full or part-time employment.*

*Excellent benefits, including: generous paid time off, health/life/short-term disability insurance, retirement, in-office nap couch.*

*Please send letter of interest, resume, and names of 3 references to:*

*Search Committee  
Community Conferencing Center  
2300 N. Charles St, 2<sup>nd</sup> floor  
Baltimore, MD 21218*

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## **Program Officer with Society for International Development, Washington, DC**

Date Posted: 21 Nov 2007  
Organization: SID-Washington  
Country/Region: United States  
Apply By: 15 Dec 2007  
Contact Information :  
Email: [sid@aed.org](mailto:sid@aed.org)

Please reference the "Recruiting Center at  
DevelopmentEx.com" when you apply by email.

### Description

Washington D.C. Chapter  
Society for International Development

### Vacancy Announcement

#### PROGRAM OFFICER

The Washington, D.C. chapter of the Society for International Development (SID- Washington) is the professional association for individuals and institutions associated with international development in the greater Washington D.C. area. It is an independent convener for networking and knowledge exchange on interventions and current policy issues ("hot topics") in development across sectoral and organizational lines in order to enhance development effectiveness and an understanding of its benefits. SID- Washington's mission is to advance equitable development by bringing diverse constituencies together to debate critical ideas, policies, and practices that will shape our global future.

The SID-Washington Program Officer will work closely with and report to the Executive Director with duties in the following areas: communications, program planning, and membership relations for SID-Washington.

RESPONSIBILITIES (including, but not limited to):

#### Communications:

- Conceptualize, research, write, design, and produce written products such as brochures, meeting and event summaries, event notices, articles, press releases, and website sections
- Coordinate the creation, design, and production of an online newsletter
- Write, edit, update and maintain organizational

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website

- Coordinate planned upgrade/redesign of website
- Develop public/media relations strategy and press contacts
- Produce other communications materials as needed

Programming:

- Conceptualize and develop new program ideas
- Assist with design and organization of SID Washington programs and events including Annual Conference, Annual Dinner, and Career Conference

Membership relations and outreach:

- Draft prospective member letters and e-mails
- Assist with fundraising, sponsorship initiatives and membership outreach, and proposal writing
- Assist in the development of partnerships with other organizations

QUALIFICATIONS:

- Bachelor's degree required (preferably in political science, international relations, economics, communications, or other social science)
- Graduate degree in international relations or international development preferred
- At least 4 years work experience (preferred in international development field)
- Overseas work experience preferred
- Candidate should have superior writing, editing, and verbal communication skills including the ability to communicate clearly and concisely
- Proficiency in MS Office, specifically MS Word and PowerPoint
- Knowledge of desktop publishing, Web-based communications, and website design and maintenance helpful
- Ability to solve problems creatively, undertake detail oriented work, and work well as a member of a team
- Able to handle multiple tasks and deadlines with limited supervision in a fast-paced environment and retain a positive outlook under pressure
- Demonstrated capacity for creative and independent thinking and judgment.
- Excellent interpersonal and organizational skills

Compensation will be competitive for the non-profit field and will be commensurate with experience.

To apply: please send a CV and cover letter detailing your interest in this position via post (SID-Washington, 1875 Connecticut Avenue, NW, Suite 720, Washington, DC 20009), email: [sid@aed.org](mailto:sid@aed.org) with "Program Officer" in the subject line and your contact details in the body or fax: (202) 884-8499. No phone calls please. Only short-listed candidates will be

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contacted.

Deadline for applications: December 15, 2007

## ***Three International Negotiation Faculty Positions, Tufts University, Medford, MA***

**Salary:** Unspecified

**Date posted:** 11/19/2007

### **FACULTY APPOINTMENTS**

**The Fletcher School**, established in 1933 as the first graduate school of international affairs in the United States, seeks to fill three full-time, tenure-track or tenured positions beginning September 2008. The Fletcher School's faculty is multidisciplinary with a focus on connecting theory with practice. We prepare our masters and doctoral students to use the latest political, economic, business, and legal thinking to generate pragmatic policies that will successfully shape global events..

### **INTERNATIONAL NEGOTIATION AND CONFLICT RESOLUTION**

This is a full-time, tenure-track or tenured position at the rank of Associate or Full professor. Applicants should have a firm grounding in either negotiation theory or conflict resolution theory (or preferably both), as well as a well-articulated research agenda, an established record of scholarly publications and applied international experience in their field of specialty. The latter may be in one of the major fields of teaching and research at The Fletcher School; e.g., the environment, war and ethnic conflict, development and human security. The successful candidate may have a disciplinary background in any of a number of relevant academic or professional disciplines such as psychology, anthropology, sociology, law, economics, or political science.

A Ph.D. or its equivalent is required along with a record of distinguished scholarly publication appropriate for rank of appointment. Review of applications will begin December 1, 2007. Applicants should send a curriculum vitae, any supporting materials and three letters of reference to:

Chair [insert appropriate search committee]  
The Fletcher School of Law and Diplomacy  
Tufts University 160 Packard Avenue  
Medford, MA 02155 USA

## **PROJECT OFFICER position with UNDP, New York, NY**

**Application Deadline: 30-Nov-07**

**Additional Category** Millennium Development Goals

**Type of Contract: SSA**

**Languages Required:**

English **Starting Date :**

(date when the selected candidate is expected to start) 07-Jan-2008

**Duration of Initial Contract: 6 months**

**Expected Duration of Assignment: 6 months**

[Refer a Friend](#) [Apply Now](#)

### Background

UNDP advocates for nationally-owned development solutions and helps make them effective by ensuring a greater voice for poor people, expanding access to social services, productive assets, social protection and economic opportunities, and aligning macroeconomic, trade, financial and industrial policies with poverty reduction strategies. At the same time, UNDP contributes to efforts involving the global trade agenda, debt relief and sustainability, aid flows and investment arrangements to better support national poverty reduction and make globalization work for developing countries and poor people.

All activities are carried out in line with the core values described in the Millennium Declaration, signed by 189 member states in 2000. The Millennium Development Goals (MDGs) serve as a set of concrete goals, with targets and indicators, to help measure progress towards achieving the declaration's commitments by 2015.

Within UNDP, the Poverty Group produces knowledge products and tools, contributes to global policy debates and dialogues and engages in policy advice, technical assistance and advocacy at the country level to help reduce poverty and achieve the MDGs. One important by-product of these activities is a range of knowledge networks and communities of expert practitioners, as well as numerous partnerships which help make UNDP's contribution more significant and sustainable.

The Poverty Group's core services focus on three main areas: *Strategies and Policies for Poverty Reduction, Inclusive Globalization, and Support for MDG-Based National Development Strategies*. Its work is reinforced by the International Poverty Centre, a joint project between UNDP and the Brazilian Government for applied poverty research.

### Duties and Responsibilities

The Poverty Group of UNDP wishes to recruit a consultant for six months to support its work on *Inclusive Globalization*. This support is primarily sought in the area of **debt relief and sustainability**, but back-up support will be necessary from time to time on the issues of migration, foreign direct investment and policy coherence.

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Specific duties will include:

- Organizing a civil society consultation on debt within the first six months of 2008
- Assisting with the publication of a UNDP flagship publication on debt relief and sustainability (including on research, liaising with peer reviewers, translators, editors, designers, printers and publishers to guarantee the timely delivery of the report).
- Assisting with the dissemination of other key UNDP resources on debt (namely, the country studies and conceptual papers commissioned under for a UNDP project on MDG-consistent debt sustainability)
- Supporting UNDP's participation in the Global Migration Group, an interagency group set up to coordinate the migration-related activities of nine UN agencies and the International Organization for Migration
- Providing occasional support to a joint UNDP / DFID and Overseas Development Institute project on policy coherence and mapping the 'Global Partnership for Development'
- Research assistance on migration, foreign direct investment and policy coherence as required
- Other similar duties and assistance as may be required by the Adviser

## Competencies

Necessary competencies include:

- Excellent organizational skills and the ability to work under strict time constraints
- Good IT skills
- Strong English verbal and written communication skills

Further desirable competencies include:

- Experience in building and nurturing partnerships
- Language skills in French and/or Spanish

## Required Skills and Experience

- A Masters degree in economics, development studies, international relations, or a relevant social science
- A minimum of 3 years prior work experience in an international agency, bilateral donor, or civil society organization
- Experience with publishing and marketing policy reports
- Knowledge of the literature and organizations related to globalization and debt

[Click here for important information for US Permanent Residents \('Green Card' holders\).](#)

## ***UNDP Programme Specialist position, Sarajevo, BIH***

**United Nations Development Programme (UNDP)** is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life.

If you are highly motivated, pro-active, energetic, enjoying in challenges, enthusiastic, capable of working independently in a complex environment, we strongly encourage you to apply for the following position in: Sarajevo, BIH

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## Programme Specialist (international) (07-122)

Under the broad supervision of the Justice and HR Portfolio Manager, and the direct supervision of the Chief Technical Advisor (CTA), the TJ Consultation Process Facilitator exercises technical oversight of the consultations process. During Phase 1 of the consultation process, s/he will be expected to perform the following duties and responsibilities in close partnership with the government and civil society, to support the development of an agreed methodology and process for consultations on TJ: • to assist in the development and delivery of a BiH-appropriate TJ curriculum for consultations, • to assist in the identification of key TJ topics or questions for round table discussions, • to assist with the selection of local facilitators, • to deliver a comprehensive training to local facilitators, • to assist in the creation of a TJ survey for individual stakeholders, • to oversee and support local facilitators during round table discussions, • to oversee and support local facilitators in the drafting of focus group reports emerging from the consultation process, • to compile a comprehensive consultation report in partnership with local facilitators and key government partners, • to ensure the CTA and Portfolio Manager are informed of all consultation process developments in order to ensure effective management of the project, • upon CTA request, to represent UNDP at Advisory Board meetings, and assist with other consultation-related activities, • to ensure that gender issues are mainstreamed in all policies and activities and are reported. Key Expected results: The TJ Consultation Facilitator will be expected to maximize the impact of Phase 1 consultations by: • providing capacity building services and support to UNDP's local partners, in particular to local facilitators, Project Advisory Board members, and key government officials, • overseeing the drafting of focus group reports so that key TJ recommendations emerging from the consultations are articulated clearly and are easily transferable in to action • educating and liaising with key government officials to enhance the probability that key TJ recommendations emerging from consultations will find their place in a BiH State war crime recovery strategy. Duration: The post is set for an initial six month period with the possibility of an extension.

### **Qualifications and Experience:**

University Degree in law, political science, international relations, social sciences, communications or other relevant degree; 10 years of proven practical experience in the development or implementation of Transitional Justice strategies in a post-conflict setting; experience as an educator or trainer, preferably in the implementation of consultation processes; excellent knowledge of spoken and written English, knowledge of BiH/ Serbian/ Croatian languages an advantage.

**Duration:** ALD - six months initially

Eligible women candidates are encouraged to apply.  
Only successful candidates will be contacted.

**Complete job description can be retrieved at UNDP Reception or downloaded here:**

[Programme Specialist](#)

Please send your most recent curriculum vitae by 11/28/2007 to:

UNDP BOSNIA AND HERZEGOVINA

MARSALA TITA 48

71000 SARAJEVO

Fax: 033 55 23 30 or by e-mail: [registry@undp.ba](mailto:registry@undp.ba)

## ***AED Specialist, Regional Research Advisor, Asia***

The Academy for Educational Development seeks a Specialist, Regional Research Advisor in Asia. Work with the Senior Specialist-Research, Senior Communication Advisor and Country Coordinators to design and manage formative and evaluative research activities in selected countries in the Region in collaboration with governments and other partners. Provide expert consultation and leadership in research and evaluation design, applied statistics and quantitative methods. Develop conceptual models and qualitative and quantitative research and evaluation designs, including the development of data analysis plans and monitoring and evaluation systems. Position is based in South/Southeast Asia. Preferred cities of residence are Bangkok, Hanoi, Phnom Penh, Vientiane. Must be able to manage multiple country settings and to travel up to 30 percent of the time.

QUALIFICATIONS: Master's required in Anthropology, Demography, Epidemiology, Public Health, or Sociology. Minimum seven years of relevant experience required; knowledge of basic statistics required; knowledge of epidemiology and/or social network analysis highly desirable; knowledge of designing, implementing and analyzing focus group discussion and in-depth interviews required; knowledge of participatory action research approaches and methods and avian influenza highly desirable; knowledge about other infectious/emerging diseases a plus; must be proficient with quantitative data analysis using SPSS or Stata.

TO APPLY: Interested applicants should send resume with cover letter referencing position #KN7347icew to: AED/HR, 1825 Connecticut Avenue, NW, Washington, D.C. 20009; fax: (202) 884-8413 or email: [employ@smtp.aed.org](mailto:employ@smtp.aed.org). For additional information, visit our website at <http://www.aed.org>. We thank all individuals for their interest in AED, however only those selected for interviews will be contacted. Individuals responding to job postings are considered applicants if you meet the following criteria: have expressed interest through the Internet, email or other related technologies, are considered by the AED for a particular position, possess the basic qualifications for the position and do not at any point remove yourself from consideration. AA/EOE/M/F/D/V

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Carlyle Corporation, International Career Employment Weekly, 1088 Middle River Road, Stanardsville, VA 22973

***DEPUTY DIRECTOR with the DIVISION OF SOCIAL AND ECONOMICS SCIENCES, Arlington, VA***

**Salary:** \$140,000 to less than \$150,000  
**Institution:** National Science Foundation  
**Arlington, VA 22230**  
**Date posted:** 11/20/2007  
**Application deadline:** 1/16/2008

NSF's Directorate for Social, Behavioral and Economic Sciences seeks candidates for the position of Deputy Director, Division of Social and Economics Sciences (SES). The incumbent, in consultation with the Division Director, provides leadership and direction to the NSF Division responsible for research and related activities aimed at better understanding, both nationally and internationally, political, economic, and social systems and how individuals and organizations function with them. Information about the Division's activities may be found at <http://www.nsf.gov/home/ses/>.

Appointment to this Senior Executive Service position may be on a career basis or on a one-to-three year limited term basis, with a salary range of \$143,471 to \$161,000. Alternatively, the incumbent may be assigned under Intergovernmental Personnel Act (IPA) provisions.

Announcements S20080012, with position requirements and application procedures are posted on NSF's Home Page at [http://www.nsf.gov/about/career\\_opps/](http://www.nsf.gov/about/career_opps/). Applicants may also obtain the announcement by contacting the Executive Personnel Staff at 703-292-8755 (Hearing impaired individuals may call TDD 703-292-8044). Applications must be received by January 16, 2008.

*NSF is an Equal Opportunity Employer.*

***Direct Anti-Poverty Worker with AVODAH: The Jewish Service Corps, Chicago, IL***

Education: No minimum requirement  
Posted by: [AVODAH: The Jewish Service Corps](#)  
Type: Full time  
Last day to apply: January 18, 2008  
Last updated: November 21, 2007  
Language(s): English  
Job posted on: November 19, 2007

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Area of Focus: Children and Youth, Community Building and Renewal, Government Oversight and Reform

### Description:

Join AVODAH: The Jewish Service Corps

HELP fight for justice and equality in New York, Chicago, Washington DC and New Orleans's neediest neighborhoods. Work full-time on issues you care about—immigration, hunger, literacy, public health, domestic violence, and more.

LEARN first-hand from veteran organizers, activists, and educators. Gain skills, investigate the connections between Judaism and social justice, and share your passions with fellow Corps members.

LIVE together with other young Jews and build a community committed to integrating social change and Jewish values in a pluralistic environment.

Join AVODAH: The Jewish Service Corps. You'll earn health insurance and a modest living stipend to cover housing, food, transportation, and other expenses. There's a \$1,000 exit stipend and most qualify for an Americorps Education Award up to \$4,725 for repayment of student loans or future education. Student loan deferrals are available.

### How to Apply:

Applications are now available. The deadline to apply is Feb. 16, 2008.  
Go to [www.avodah.net](http://www.avodah.net) or contact us at [apply@avodah.net](mailto:apply@avodah.net) or 212-545-7759 x305.

## ***COMMUNICATIONS DIRECTOR Position with INTERNATIONAL CENTER FOR TRANSITIONAL JUSTICE***

The International Center for Transitional Justice (ICTJ) assists countries and societies pursuing accountability for past mass atrocity or human rights abuse. The Center works with societies emerging from repressive rule or armed conflict, as well as in established democracies where historical injustices or systemic abuses remain unresolved. The ICTJ is committed to building local capacity and generally strengthening the emerging field of transitional justice, and works closely with organizations and experts around the world to do so.

Founded in 2001 with a mission to promote justice and reconciliation, the ICTJ is a dynamic international human rights organization. In less than seven years, it has grown to a staff of nearly ninety working in more than thirty countries around the world

### POSITION OVERVIEW:

The ICTJ is seeking a Communications Director to develop and implement a strategic plan in communications with emphasis on raising awareness

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among policymakers and the concerned public on transitional justice issues. The ideal candidate will be a visionary professional with a comprehensive knowledge of and well-developed relationships with a global media network, supplemented by substantial, pertinent work experience.

The Communications Director will operate with a high degree of autonomy and will report directly to the President of the ICTJ. S/he will travel as needed and will be able to call upon the cooperation of an extraordinary team of experts on transitional justice and regional issues from the New York headquarters and other offices of the ICTJ worldwide. S/he will ensure that information and analysis generated by ICTJ is made available to the broader public and the media in a strategic and systematic way.

#### MAJOR DUTIES AND RESPONSIBILITIES:

The Communications Director will:

1. Engage the staff, the board, and outside experts in developing and implementing a strategy for raising the profile of transitional justice issues and goals generally and the work of the ICTJ to advance those goals.
2. Identify the elements needed to raise the profile of transitional justice and the work of the ICTJ, including, but not limited to:
  - Which audiences are of interest and why?
  - What is the best process for ensuring that the right messages are created and communicated to these audiences in a timely and effective fashion?
  - Who are the institutional messengers and how does ICTJ ensure that their schedules and responsibilities allow them to participate fully in these efforts?
3. Develop a media outreach system that will deliver:
  - Advance planning on press releases, op-ed articles, and other media-focused pieces.
  - A comprehensive and continually updated list of global press contacts based on the ICTJ's current press database, the Director's own relationships and contacts, and information from ICTJ staff.
  - One-on-one training for staff by the Director or outside trainers, as needed, in order to strengthen staff skills in press relations.
  - A strategy for reaching media professionals in the countries where the ICTJ works, working in conjunction with the ICTJ country programs staff. This may include training for local media professionals on transitional justice.
4. Work with the senior management of the ICTJ to develop an organization-wide publications strategy, which will include overseeing the work of a Publications Manager.
5. Oversee the work of the ICTJ webmaster and, in conjunction with the webmaster, develop a strategy that will ensure that the ICTJ website is frequently and efficiently updated, is

strategically organized, and harnesses the latest technology for disseminating information, while ensuring that it is also accessible to audiences in low-tech environments.

6. Provide support to the ICTJ in the production of the annual report and other promotional material.
7. Initially and periodically review the structure and staffing of the Communications Department and recommend changes to Senior Management where appropriate.
8. Develop and administer the budget for the Communications Department, in coordination with other ICTJ managers.
9. Contribute to the overall strategic planning and program work of ICTJ as a team player with professionalism, integrity, and commitment.

#### POSITION QUALIFICATIONS:

To direct its Communications program, ICTJ seeks a candidate with:

**Education:** A graduate degree in journalism or related field of communications or, combined with other relevant experience, an advanced degree in political science or international affairs

**Experience:** At least 10 years of experience in the field of journalism or communications. Ideally brings experience in managing a team, working within a non-profit organization, and working in an international setting. Knowledge of transitional justice or international human rights strongly desired.

#### Skills and Attributes:

1. A visionary and self-motivated professional with demonstrated initiative and follow-through and the capacity to think creatively and strategically.
2. Excellent oral and written communication skills in English; other languages a plus.
3. Highly developed editing abilities with experience writing, revising, and generating press releases, websites and publications.
4. Good working knowledge of the international press.
5. Strong analytical and organizational skills.
6. The ability to work quickly and effectively under pressure with a broad range of people and as part of a team.
7. Collegial activist with significant senior-level press experience.
8. Experience in handling issues that are critical and sometimes controversial in nature.
9. An experienced manager with strong interpersonal skills and the ability to work with a globally diverse team.

#### Salary and Benefits

ICTJ seeks exceptional candidates and offers competitive compensation and generous employer-paid benefits. ICTJ will pay reasonable relocation expenses. ICTJ endeavors to attract and retain a diverse, international staff. It strongly encourages women, minority, and international candidates to apply.

Please Apply by December 1, 2007 by e-mailing a cover letter, résumé, three references and a brief unedited writing sample to [hr@ictj.org](mailto:hr@ictj.org)

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and please be sure to put the title of the position in the subject line of your message.

## ***Human Security/Vulnerable Populations Professor position with University of Pittsburgh, Pittsburgh, PA***

[Graduate School of Public and International Affairs, University of Pittsburgh](#)

Graduate School

**Closing date:** 15 Jan 2008

Job Description

HUMAN SECURITY  
UNIVERSITY OF PITTSBURGH  
GRADUATE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS

The University of Pittsburgh invites applications and nominations for a tenure stream or tenured position in the fields of international affairs and international development with a focus on Human Security/Vulnerable Populations. The position is open with respect to rank and regional specialization.

The successful applicant will teach in both the International Development and International Affairs curriculum: teaching will include a survey course on human security issues and policies. S/he must demonstrate a commitment to excellence in teaching and the ability to effectively mentor graduate MID, MPIA and PhD students in human security.

The University has recently established the Ford Institute for Human Security within the Matthew B. Ridgway Center for International Security Studies at the Graduate School of Public and International Affairs (GSPIA). It is anticipated that the person appointed will play an important role in the Ford Institute for Human Security.

Candidates should demonstrate experience in analyzing a range of security issues that threaten the safety of populations in a variety of settings. Areas of scholarly focus include innovative approaches to the analysis of such broad themes as vulnerable populations in conflict situations, minorities at risk, health, peace building, post-conflict reconstruction, security and development, immigration, refugees and forced migration, or genocide from a public policy perspective.

Candidates at the associate and full professor level must have a record of distinguished scholarship and/or practice in some area of human security/vulnerable populations.

The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer.

Vacancies Contact

Qualified applicants should submit a letter of application, curriculum vitae, two writing samples, evidence of teaching excellence, a statement of teaching philosophy, and three letters of reference to:  
Human Security/Vulnerable Populations Search Committee  
Graduate School of Public and International Affairs

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University of Pittsburgh  
3407 Posvar Hall  
Pittsburgh, PA 15260  
USA

Review of applications will begin on November 1, 2007 and will continue until an appointment is made.