



Career Services Newsletter  
February 25, 2008  
Volume 3, Issue 31

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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

#### ***Nine Months Internship with Aga Khan Foundation, Washington, DC***

Area of Focus: International Cooperation, Network of Nonprofit Organizations, Poverty and Hunger

Skill(s): editing, Writing

End date: May 31, 2009

Last updated: February 19, 2008

Language(s): English

Start date: September 1, 2008

Last day to apply: February 29, 2008

Paid or unpaid: Paid

#### Description:

Aga Khan Foundation U.S.A. (AKF USA) is searching for two bright and talented Professional Development Interns to work at its Washington, D.C. office for a period of nine months. The Foundation will recruit interns to begin in June or September 2008.

AKF USA is a private, not-for-profit organization that is committed to assisting in the struggle against hunger, disease and illiteracy, primarily in Africa and Asia. It carries out its purpose by supporting innovative approaches to meeting basic human needs, primarily in the areas of health, education, civil society and rural development, and builds the capacity of communities to generate resources to decrease external dependency. AKF USA is part of the Aga Khan Development Network (AKDN), a group of nine institutions dedicated to improving living conditions and opportunities for the poor.

## REQUIREMENTS

Applicants should have completed a Master's or Bachelor's degree within the past 12 months, preferably in international development, public policy, public health, education, economics, agricultural/rural development or a related field. Fluency in English is required.

Successful candidates

will possess an outstanding academic record (a GPA of at least 3.5) and excellent writing, research, organizational and computer skills. Experience in an international context is highly desirable.

Candidates must be willing to reside in the Washington D.C. area for the duration of the internship and be able to travel on AKF USA business, if necessary. Candidates must also be citizens or permanent residents of the United States, or otherwise eligible to accept short-term employment (foreign students currently attending school in the United States must have an F-1 or J-1 student visa).

## POSITION DESCRIPTION

Interns will provide research, writing, grant writing, and budget analysis support, and other responsibilities to the Program, Resource Development and Finance Departments.

### Responsibilities

The Interns responsibilities will include, but will not be limited to the following:

1. Assisting in the research of grant opportunities and the submission of funding proposals.
2. Conducting research on various international development issues, organizations and subjects.
3. Drafting reports and organizational communications related to AKF USA's programs and projects.
4. Participating in seminars and other professional functions related to international development, philanthropy or the Foundation's work.
5. Other assignments related to administration and support.
6. Interns who begin work in June will have the added opportunity of working with the Resource Development department in preparing for the Partnership Walk fundraising campaign, including providing logistical support for event planning, drafting communications materials, and assisting in multimedia outreach.

Round trip airfare from the place of recruitment within the United States and a monthly stipend will be paid by the Foundation.

Application instructions:

### APPLICATION PROCESS

Interested candidates are requested to send a resume, an official college transcript, and an original, 500-word essay on his or her goals and how the Internship with AKF USA will contribute to professional development. Foreign students currently attending school in the United States must also provide proof of valid F-1/J-1 student visa status.

Please contact Rebecca Hoffman at [rhoffman@akfusa.org](mailto:rhoffman@akfusa.org) for more information.

All materials should be submitted by e-mail to [program@akfusa.org](mailto:program@akfusa.org) or sent by mail to the following address:  
Internship Program

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Aga Khan Foundation U.S.A.  
1825 K Street NW, Suite 901  
Washington, D.C. 20006  
THE DEADLINE TO APPLY IS FEBRUARY 29th, 2008

## **Reebok Human Rights Summer Fellowship at Amnesty International, USA**

Website: [www.aiusa.org/reebok](http://www.aiusa.org/reebok)  
Contact Information: Daphne Jayasinghe  
Phone: 202 544 0200 x526  
Email: [reebok@aiusa.org](mailto:reebok@aiusa.org)  
Apply online: [Click here to apply online for this position >>](#)

### ***Description:***

The Reebok Human Rights Summer Fellowship offers students a unique opportunity to gain practical experience in the field of human rights. AIUSA is recruiting students aged 18 - 25 to spend summer 2008 working with organizations connected to Reebok Human Rights award winners or AIUSA. Postings are in the United States and abroad. Fellows receive funding of up to a maximum of \$2,500 to use towards air travel and other expenses. Applications are available online and due on March 4, 2008. For more information and an application form visit: [www.amnestyusa.org/reebok](http://www.amnestyusa.org/reebok)

### ***Qualification:***

A demonstrated commitment to human rights American youth activists need for the Iraqi Refugee Solidarity Initiative

We are currently seeking applications from American youth activists (ages 18-30) who are interested in participating in an Iraqi Refugee Solidarity Initiative. Ten U.S. participants will be selected to join in the program activities described below and will work together with Iraqi and Jordanian youth over a period of six months to help address the Iraqi refugee crisis in Jordan. We greatly appreciate your help in getting the word out to people who might be interested in this unique opportunity.

Detailed program and application information can be found on our website: [www.globalyouthconnect.org/participate](http://www.globalyouthconnect.org/participate).

**Application deadline: March 21, 2008.**

**About this Initiative:** Since 2003, more than 4 million Iraqis have been uprooted as a result of the violent unraveling of their country. Of those, approximately 2 million are internally displaced within Iraq and another estimated 2 million have sought refuge in surrounding countries. According to the latest estimates, more than 750,000 Iraqis have settled in Jordan, which according to UNRWA (the UN Palestine refugee agency) already hosts approximately 1.7 million Palestinian refugees, making this small country host to the largest refugee population in the Middle East. As conflict and violence continue in Iraq, the humanitarian crisis faced by Iraqi refugees, in Jordan and other countries, has remained largely ignored by most of the world outside of the Middle East.

For more information on this issue: [www.globalyouthconnect.org/country\\_jordan](http://www.globalyouthconnect.org/country_jordan)

With this context in mind, Global Youth Connect, the Jordanian Community Development Center in Sweileh, and the Jordan Red Crescent have joined together to launch an Iraqi

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Refugee Solidarity Initiative. Through this initiative, GYC, CDC and JRC will help build and support a community of youth activists interested in working together to address the Iraqi refugee crisis in Jordan.

**Program Activities:** This joint initiative will bring together 30 youth (ages 18-30) from Iraq, Jordan and the U.S. with the goal of better understanding the root causes of the crisis, placing it within a larger regional and global context, and identifying concrete ways in which they can take steps towards addressing the situation. The initiative will take place over a 6-month period, incorporating a series of distinct yet interconnected elements, including: a peer learning community in Jordan, community engagement and outreach, and an evaluation and reflection retreat.

### **Peer Learning Community**

***July 25 - August 18, 2008***

The first phase of the initiative will bring together 30 participants from Iraq, Jordan and the U.S. (10 from each country) for three weeks in Amman, Jordan. As part of a peer learning community, participants will engage in dialogue, build skills in conflict transformation and human rights activism, and engage in a joint fieldwork project and action planning.

### **Community Engagement & Outreach**

***August 19, 2008 - January 2, 2009***

After the initial three-week learning community in Jordan, participants will spend several months organizing creative, follow-up activities in their own communities to address the Iraqi refugee crisis.

### **Evaluation & Reflection Retreat**

***January 3-4, 2009***

At the end of the program, participants will once again come together to evaluate and reflect on their action efforts, reconnect with other participants and identify next steps. For U.S. participants, this weekend program will take place at a retreat center in upstate New York.

**Program Costs:** While GYC and its partner organizations in Jordan will help underwrite the costs of this program, U.S. participants will be expected to contribute and/or fundraise \$2,500 to help cover the costs of running this program. In addition to this, participants will need to cover their international airfare and some other expenses associated with their participation in the program. Please see detailed information and fundraising guide available on our website for more information: [www.globalyouthconnect.org/participate](http://www.globalyouthconnect.org/participate).

If you are interested in supporting this initiative, please consider making a donation: [www.globalyouthconnect.org/donate](http://www.globalyouthconnect.org/donate)

Thank you very much for your assistance. Please do not hesitate to contact us at (845) 338-2220 or [contact@globalyouthconnect.org](mailto:contact@globalyouthconnect.org) with any questions, concerns or if you would like additional information.

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Best wishes,

Jennifer Kloes  
Executive Director

Global Youth Connect

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

*Acting together for compassion, human rights and responsibility*

***\*Global Youth Connect is an international human rights organization which is building and supporting a community of youth who are actively promoting and protecting human rights, and educating and inspiring the next generation to work for peaceful change.***

## **Summer Advocacy Internship with Human Rights Watch, New York, NY**

Website: [www.hrw.org](http://www.hrw.org)

Contact Information: Search Committee (Summer Advocacy Internship)

Email: [advocacy.hire@hrw.org](mailto:advocacy.hire@hrw.org)

### ***Description:***

INTERNSHIP OPENING Advocacy Division New York Summer 2008 Apply Immediately

Internship Description: The Advocacy division of Human Rights Watch is seeking the assistance of a graduate student for the summer of 2008. The intern will work with Human Rights Watch's Global Advocacy Director to conduct research and develop and implement projects aimed at strengthening the UN Human Rights Council. Possible efforts include: analysis of country statements and voting records; helping an NGO advocacy network develop strategies to address poor performance; and development of background papers regarding Human Rights Council for different audiences. The intern may also be engaged in HRW's efforts relating to human rights protection work within the United Nations more generally, including addressing UN efforts to mainstream human rights and right-based approaches to development. The intern will also be asked to assist the advocacy department's efforts through attending meetings and note-taking, as well as other administrative tasks. This internship will require a full-time commitment. The intern must be based in New York. Applications will be accepted on a rolling basis. Internships are generally unpaid, although work-study funds are available. Students are often able to arrange academic credit, as HRW internships often offer direct exposure to the workings of an international human rights organization, close supervision by the HRW staff, interaction with other U.S. and international organizations and foreign and domestic government officials, and opportunities to attend lectures, trainings, and special events relating to human rights. Students should check with their individual academic institutions for requirements.

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Qualifications: Applicants should be well-organized, self-motivated and reliable, with excellent research and writing skills. Applicants should have a strong interest in, and knowledge of, international human rights. Knowledge of the inner workings of the United Nations, especially its human rights mechanisms, is desirable, but not required. Fluency in written and oral English is required. Knowledge of one or more additional UN languages (Spanish, French, Chinese, Russian, or Arabic) is a plus. Computer skills (i.e., Microsoft Office) and Internet research skills are required.

How to Apply: Please apply immediately by sending a letter of interest, resume, names or letters of reference, and a brief, unedited writing sample (no calls or email inquiries, please) to [advocacy.hire@hrw.org](mailto:advocacy.hire@hrw.org). Please use "Summer Advocacy Internship" as the subject of your email. Only complete applications will be reviewed. It is preferred that all materials be submitted via email. If emailing is not possible, send materials (please do not split a submission between email and regular post) to:

Human Rights Watch Attn: Search Committee (Summer Advocacy Internship) 350 Fifth Avenue, 34th Floor New York, NY 10118-3299 Fax: (212) 736-1300

Human Rights Watch is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

\* \* \*

Human Rights Watch is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.

## Fellowships

### ***CALL FOR APPLICATIONS for the Rotary World Peace Fellowships***

The Rotary Foundation announces a call for applications for the 2009-11 Rotary World Peace Fellowships (RWPF) and January and June 2009 Rotary Peace and Conflict Studies (RPCS) Program sessions. The deadline for completed applications to be submitted to The Rotary Foundation for these sessions is 1 July 2008.

#### PROGRAM SYNOPSES

The Rotary Centers for International Studies program offers fellowships for master's degree study fields related to peace and conflict resolution. Beyond academics, Rotary World Peace Fellows also gain practical skills in conflict resolution appropriate to their individual careers. Up to 60 Rotary World Peace Fellows each year enroll in the six Rotary Centers based at

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leading universities in five countries: International Christian University, Japan; Universidad del Salvador, Argentina; University of Bradford, United Kingdom; University of Queensland, Australia; University of California-Berkeley, Calif., U.S.A., and Duke University and University of North Carolina at Chapel Hill, N.C.

The Rotary Peace and Conflict Studies Program is a professional development program held in Bangkok, Thailand, through which up to 30 participants embark on three months of intensive study instructed by some of the leading specialists in the peace and conflict resolution fields. The specialized curriculum has been crafted to capitalize on the experience of both participants and lecturers while balancing theoretical and practical learning. Ideal for busy professionals, the customized program helps promising leaders expand their global outlook, strengthen their negotiation skills, and ultimately make a positive impact on future peace and conflict resolution efforts worldwide.

#### PROMOTIONAL MATERIALS

Please feel free to use this announcement to advertise Rotary's peace programs and recruit applicants. We appreciate your help and support as we train leaders to build peace.

#### FOR MORE INFORMATION

Please contact Laura Tell, Rotary Centers Program Assistant, at +1-847-866-3307 with any questions or for more information.

Websites:

[www.rotary.org](http://www.rotary.org), <http://conflictresolution.georgetown.edu>  
<http://internationalpeaceandconflict.ning.com>

### ***William Randolph Hearst Endowed Fellowship for Minority Students***

Deadline: March 15, 2008 (Summer Internship); July 15, 2008 (Fall Internship)

The Nonprofit Sector Research Fund( <http://www.nonprofitresearch.org/> ), a grant making program of the Aspen Institute ( <http://www.aspeninstitute.org> ), offers the William Randolph Hearst Endowed Fellowship three times a year.

The fellowship, which is based on academic excellence and need, is open to both undergraduate and graduate students who are members of minority groups. The Hearst Fellow serves as an intern with the fund. Through this program, the fund seeks to introduce a diverse group of students to issues relating to philanthropy, volunteerism, and nonprofit organizations. Recipients may arrange with their colleges or universities to receive academic credit for this experience.

In his or her internship, the Hearst Fellow undertakes general research and program support for the Fund's grant making and outreach efforts.

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The ideal candidate for this fellowship is a highly motivated continuing graduate or undergraduate student from an under-represented community. She or he should have an excellent academic record and also have the following: outstanding research skills; a background in the social sciences or humanities; excellent writing and communication skills; demonstrated financial need; and American citizenship.

The student must be able to intern for 10 to 15 weeks at the Washington, D.C., office of the Aspen Institute. Generally the fall and spring internships will be part-time (10 to 20 hours per week), while summer internships will be full-time. All travel and housing costs must be covered by the student.

A fellowship grant of between \$2,500 and \$5,000 will be awarded, depending on the recipient's educational level, financial need, and time commitment.

For the Summer 2008 internship, the application deadline is March 15, 2008. For the Fall 2008 internship, the deadline is July 15, 2008.

Visit the Nonprofit Sector Research Fund for complete program and application information.

RFP Link: <http://fconline.foundationcenter.org/pnd/10011353/nporesearch>

## ***Walter and Duncan Gordon Foundation Fellowship program***

(Canadian Citizens or Permanent Residents only)

The Walter and Duncan Gordon Foundation is pleased to announce the 2008 call for applications for the [Global Youth Fellowship program](#). The Fellowships are targeted towards emerging Canadian leaders who demonstrate potential to enhance Canada's role on the world stage. The Fellowships will provide successful candidates with a cash award of \$20,000 as well as other forms of support.

To be eligible for consideration, applicants must be Canadian citizens or permanent residents between 24 – 35 years of age with previous international experience – paid or volunteer. They also need to demonstrate a sustained commitment to international issues through studies, career choices and volunteer activities.

Application Deadline: Thursday, April 10, 2008 by 5:00 p.m. EST

More information about the Fellowship programme, including application forms, guidelines and information on current and past Fellows, can be found on our website at [www.gordonfn.org](http://www.gordonfn.org).

La Fondation Walter et Duncan Gordon a le plaisir de vous annoncer l'appel à candidature pour son programme de bourse de recherche des jeunes citoyens du monde 2008. La bourse de recherche s'adresse aux jeunes chefs de file Canadiens, hommes ou femmes, possédant un potentiel pour améliorer le rôle du Canada sur la scène internationale. La bourse offrira aux candidats et candidates retenu(e)s un appui financier de 20 000 \$ ainsi qu'un support logistique.

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Pour être admissible, les candidats doivent posséder la citoyenneté canadienne ou le statut de résident permanent, être âgés de 24 à 35 ans, et posséder une expérience professionnelle ou bénévole internationale. En outre, ils devront pouvoir démontrer leur intérêt durable aux questions internationales par l'entremise de leurs travaux de recherche, de leur choix de carrière ou de leur engagement bénévole.

Date limite de dépôt des candidatures : Le jeudi 10 avril 2008 à 17 h 00 HNE.

Visitez notre site Internet à [www.gordonfn.org](http://www.gordonfn.org) pour obtenir les formulaires de candidatures, les directives du programme, ainsi que des biographies des boursiers de 2006 et 2007.

## Jobs

### ***Program Associate position with Polaris Project, Washington, DC***

Job Category: Education & Training, Project management, Research

Salary: \$30,000-\$32,000

Last day to apply: March 5, 2008

Last updated: February 13, 2008

Type: Full time

Language(s): English, Spanish

Job posted on: February 10, 2008

Area of Focus: Human Rights and Civil Liberties, Library or Resource Center, Women's Issues

#### Description:

Polaris Project is a nationally recognized organization working to combat human trafficking and modern-day slavery since 2002. Polaris Project is seeking a Program Associate to provide comprehensive support to the National Training, Technical Assistance and Strategic Planning (TTASP) Team and specifically to the National Human Trafficking Resource Center (NHTRC). TTASP works to improve the systemic response to protect victims of human trafficking in the United States. The TTASP Program is designed to raise the standards of the anti-trafficking field, to develop new cutting edge strategies, to improve national levels of coordination, and meet the urgent need of the field for accessible and comprehensive best practices as well as practitioner-based training, technical assistance, and strategic support.

The Program Associate will:

- Be primarily responsible for participating in the daily operation of the National Human Trafficking Resource Center (NHTRC) hotline, a federally funded, 24-hour hotline that responds to a wide range of calls from across the United States. The Program Associate will field calls and conduct call-related follow-up in both English and Spanish, from potential victims, service providers, professionals, community members and students. Most callers are seeking general information, technical assistance, local referrals and information about services for victims of human trafficking. (60-65%)
- Also be responsible for several broader TTASP tasks including organization of TTASP's speaking engagement and on-site training database, management of several aspects of performance measurement for the TTASP training program, and assistance in the recruitment, selecting, training and coordinating of Polaris Project's TTASP Fellows during each of three, annual Fellowship sessions. (10%)
- Research on human trafficking and subsequent creation of topical materials for dissemination. (10%)
- Assist in the maintenance of several administrative aspects of the NHTRC Program. (10%)
- Participate and present at trainings and events as needed. (5%)

Employee will work with other full-time and part-time staff in Polaris Project's national headquarters office and will directly report to the National Resource Coordinator, the primary supervisor.

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Requirements:

- Fluency or Strong Proficiency in Spanish
- Practical and academic knowledge of the human trafficking movement
- Demonstrated experience/volunteer work in human trafficking or related fields
- Experience, competence, and confidence working independently and as part of a team
- Experience working on a victim-centered or resource-oriented hotline is a plus
- Creative problem- solving skills
- Strong interpersonal and organizational skills
- Excellent verbal and written communication skills
- Experience working in multicultural environments
- General flexibility and ease of movement between multiple projects
- Ability to balance multiple priorities and handle multiple interruptions
- Ability to follow directions, work well under pressure, and maintain composure during stressful situations
- Comfort and sensitivity when working with survivors of commercial sexual exploitation
- Resiliently positive and energetic attitude

How to Apply:

PLEASE DO NOT FAX OR MAIL YOUR APPLICATION. All application materials should be sent electronically as attachments to [applications@polarisproject.org](mailto:applications@polarisproject.org). Materials should include a custom cover letter, resume, and three references, plus any additional personal statements you may wish to include. Positions are to be filled immediately, so early applications are advised.

## ***Program Assistant at Winrock International Arlington, VA***

Winrock International is currently recruiting a Program Assistant with strong interpersonal skills who is exceptionally talented at multi-tasking program and administrative tasks, and has the experience and maturity to handle complex and challenging responsibilities, including the ability to engage with leaders in the fields of sustainable agriculture, philanthropy, enterprise development and communications.

**QUALIFICATIONS:** The ideal candidate will have at least two years of experience and an interest in working with an organization that offers many opportunities for advancement in the field and exposure to leaders from across the country. Candidate must be a self-starter and able to work independently. An interest in domestic sustainable food systems is highly desirable and will become the basis for professional development; event planning and organizational skills are highly desirable.

**TO APPLY:** Applicants should email current resume and cover letter to [jobs@winrock.org](mailto:jobs@winrock.org) by February 20, 2008 with HRM/ WALLACE in the subject. Only candidates selected for interviewing will be contacted, NO phone calls please. Must not require sponsorship to work in the US. For a full description of this position please visit our website at [www.winrock.org](http://www.winrock.org). EEO/AA

## ***Program Director for Philanthropy with the William and Flora Hewlett Foundation, Menlo Park, CA***

### **About the Foundation**

The William and Flora Hewlett Foundation has been making grants since 1966 to help solve social and environmental problems at home and around the world. The Foundation concentrates its resources on activities in education, environment, global development, performing arts, philanthropy, population, and makes grants to support disadvantaged communities in the San Francisco Bay Area. The Foundation's assets are over \$8.5 billion, with annual gifts and grant awards totaling over \$400 million. A 12-member Board of Directors provides overall direction for the Foundation. For more information about the Hewlett Foundation please visit the website at <http://www.hewlett.org>.

### **The Philanthropy Program**

The mission of the Philanthropy Program is to increase the social and environmental impact of philanthropy by improving how the Foundation and donors deploy their resources. The program supports three primary grant making activities: Practice of Philanthropy, Hewlett Foundation Effectiveness, and Organizational Effectiveness:

**A) Practice of Philanthropy:** Donors will make smarter decisions if (1) they have easy access to quality information about performance of nonprofits, (2) they are able to make use of donor education resources to help them develop and execute their own strategies, and (3) knowledge about philanthropy is up-to-date and easily accessible.

**B) Hewlett Foundation Effectiveness:** The Foundation maximizes its social impact per dollar through a relentless focus on a strategic approach to philanthropy and outcomes-oriented grantmaking. Hewlett's effectiveness is bolstered by planning activities (such as programs' planning retreats, the use of Strategy charts to articulate goals and theories of change, and measure progress against goals at regular intervals) and evaluation systems (such as grantee applications and closing reports, grant cluster reviews, Grantee Perception Reports, Staff Perception Surveys).

**C) Organizational Effectiveness:** Strong organizations are more likely to achieve their missions. Small capacity building grants targeted strategically strengthen grantees' management, leadership, strategies, or systems, and thereby improve the organizational health and effectiveness of grantees. Healthy grantees minimize risk in the Foundation's grantee portfolios and leverage the Foundation's other investments.

Program Director

The Program Director reports to Paul Brest, President and serves on the senior management team. The Program Director will have leadership for a \$8.9 million annual grants budget and, in addition to the Philanthropy Program's own grant making, will work with the president and program staff on improving the Foundation's own strategy, grant making, and evaluation. In this regard, the Program Director will support activities that link and strengthen the efforts of each program and ensure cross-program information sharing and learning regarding monitoring and evaluation activities.

The Program Director will engage in outreach to the sector, review and evaluate proposals, work with applicants to provide early advice and later assessment of proposals, prepare letters either declining or recommending proposals for board action, manage a portfolio of grants, and assist partners and grantees.

More specifically, the duties of the Program Director will include, but not be limited to the following:

- Oversee active grants, track grantee progress, provide guidance and assistance to grantees, and respond to grantee reports.
- Serve as a source for current information and technology such as logic models and for working with program staff and their grantees where such applications may be useful.
- Assist in strategic planning for the program by evaluating and identifying effective grant-making activities.
- Develop briefing papers and reports that contribute to the Foundation's understanding of new approaches, best practices and trends in building nonprofit capacity and improving outcomes and learning.
- Organize Foundation-sponsored meetings of grantees and/or experts and practitioners in the field of philanthropy and in the region where appropriate.
- Promote with the other Program Directors the use of planning and evaluation among grantees as a management practice for program and organizational improvement and, as appropriate, assist Foundation grantees in their efforts to evaluate and monitor their programs.
- Represent the program at appropriate meetings, conferences and site visits.

The Program Director should ideally possess the following professional qualifications and personal attributes:

- A deep commitment to the core values and principles of the Hewlett Foundation;
- Depth of knowledge and experience in strategy, capacity building, and evaluation, ideally with respect to the philanthropic sector;
- Depth and breadth of knowledge of evaluation as represented by increasing responsibility for design, implementation, and management of a broad range of applied evaluation tools, methodologies, and techniques.

- Demonstrated ability to involve and work collaboratively and effectively with peers in joint and shared efforts;
- Organizational savvy and outstanding interpersonal and facilitation skills;
- Demonstrated ability to process complex information and present ideas in a pragmatic and compelling manner;
- Prior experience working with individuals from diverse racial, socio/economic, and cultural, backgrounds
- Superlative writing and public speaking skills;
- The highest level of personal and professional integrity and quality standards;
- Excellent judgment, flexibility, good humor, high energy level, modesty, and graciousness.

#### Compensation and Benefits

The Hewlett Foundation offers an excellent benefits package and a salary that is commensurate with experience and education. This position is exempt and full-time.

#### To Apply

Please email your resume and cover letter detailing your interest in the position to:

Daniel Sherman

President

Explore Company

Washington, DC 20007

Email: [resumes@explorecompany.com](mailto:resumes@explorecompany.com)

### ***Resident Director of the Nyerere Centre, Arusha, Tanzania***

Arcadia University, located in Glenside, PA, seeks a *Resident Director* to provide overall direction and management of the academic programs at the Nyerere Centre for Peace Research located in Arusha, Tanzania. The Resident Director will work Arcadia University and its Center for Education Abroad as well as with the host institution, the East African Community, to develop and manage new and existing programs.

The Resident Director's primary focus will be to support existing study abroad programs and develop new academic programs for American university students in Arusha. Program design will focus on providing participating students with well rounded education and cultural experiences. These will be coordinated with and overseen by staff at Arcadia University.

**Responsibilities include:**

1. Oversight and development semester long programs for undergraduate and graduate students. Identifying and hiring individual faculty members and support staff to provide for instruction and implementation of advertised courses. Obtaining CVs and course syllabi and submitting them to Arcadia for review and approval.
2. Occasionally, teaching a course, as necessary and appropriate.
3. Providing all around student support services: Arranging for accommodation, providing arrival services, orientation, intensive pre-sessional programming, student advising, excursions, field trips, emergency response and general program coordination,.
4. Providing oversight of all regular financial activities. Establishing and managing an Arcadia bank account in Arusha; submitting regular and complete reports to Arcadia. In compliance with University bookkeeping guidelines, document all deposits and expenditures; ensure that sound bookkeeping and accounting procedures are followed.
5. Develop new academic programming at appropriate levels and in mutually agreed-upon disciplines, as required.
6. Determining staffing requirements for organizational management and program delivery. Providing oversight to ensure that all staff members receive a thorough and complete orientation to the organization and that appropriate ongoing training and performance evaluation are provided.
7. Working with local institutions to identify, strengthen and develop relationships between the Nyerere Center, Arcadia University and the community. Identifying institutions at which to pair students for academic, volunteer and coursework enrichment opportunities.
8. Overseeing and collaborating with the Centre Director to coordinate student programs and develop activities at the Centre,
9. Preparing for, arranging to meet, and facilitating the arrival and sojourns of scheduled visitors including faculty and staff from Arcadia University. To the extent possible, supporting independent student researchers.

10. Maintaining regular contact with Arcadia; providing regular reports of program activities, local conditions and items worthy of note.

**Additional Qualifications:**

- Advanced degree in relevant discipline along with supervisory and leadership experience.
- Experience in or close familiarity with private higher education in the United States.
- Experience working with undergraduate students.
- Kiswahili language and familiarity with East Africa
- Financial management and budgeting experience
- Successful experience with program development
- Demonstrated ability to establish external relationships and collaborate with other organizations, corporations and individuals
- Demonstrated proficiency with word processing, email, Internet, and other computer applications.

***The Resident Director reports to the Executive Director of the Arcadia University Center for Education Abroad.***

***Start Date: April 1, 2008***

Applicants should email cover letter, CV, salary requirements, and names and contact information for three professional references **before 28 February 2008** to:

Email: [ncpr@arcadia.edu](mailto:ncpr@arcadia.edu)

Fax: + 1- 215-572-2126 (Attention: IPCR)

Mail: Arcadia University, IPCR

450 S. Easton Rd.

Glenside, PA 19038

USA

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## ***Program Assistant for Winrock International, Arlington, VA***

Winrock International is currently recruiting a Program Assistant with strong interpersonal skills who is exceptionally talented at multi-tasking program and administrative tasks, and has the experience and maturity to handle complex and challenging responsibilities, including the ability to engage with leaders in the fields of sustainable agriculture, philanthropy, enterprise development and communications.

**QUALIFICATIONS:** The ideal candidate will have at least two years of experience and an interest in working with an organization that offers many opportunities for advancement in the field and exposure to leaders from across the country. Candidate must be a self-starter and able to work independently. An interest in domestic sustainable food systems is highly desirable and will become the basis for professional development; event planning and organizational skills are highly desirable.

**TO APPLY:** Applicants should email current resume and cover letter to [jobs@winrock.org](mailto:jobs@winrock.org) by February 20, 2008 with HRM/ WALLACE in the subject. Only candidates selected for interviewing will be contacted, NO phone calls please. Must not require sponsorship to work in the US. For a full description of this position please visit our website at [www.winrock.org](http://www.winrock.org). EEO/AA

## ***Women Thrive Worldwide Consultancy Position, West Africa***

Women Thrive Worldwide (WTW), created in 1998, advocates to the U.S. government for international economic and human rights policies that support women worldwide in ending poverty in their lives, communities and nations. The organization pushes to generate dynamic policy approaches that can change the way U.S. international assistance and trade programs operate in order to be most beneficial in increasing economic opportunities for poor women worldwide.

Women Thrive Worldwide is interested in exploring potential partnerships with women's organizations to assist in the process of monitoring the implementation of the Millennium Challenge Account (MCA) in Mali or Senegal. In addition, WTW aims at increasing the participation and input of women's organizations in MCA consultations.

WTW is looking for a local consultant who can assist the Director of Global Partnerships in identifying potential partner organizations in Mali and Senegal, as well as provide logistical and language assistance during the trips.

Time Commitment: start date is approximately March 24, 2008; end date is May 31, 2008

Specific duties include:

In preparation for the upcoming trip (in April) to both countries, the consultant will assist the Global Partnership (GP) Director in:

- Providing necessary background information on Mali and Senegal's political, socio-economic situation as well as a concise description of the civil society structure in both countries and its relationships with their governments and donors
- Provide brief explanation of current status of Millennium Challenge Compacts (MCA) in both countries
- Assistance in identifying women's organizations that work on economic empowerment issues in Mali and Senegal
- Arranging, setting and managing the agenda for upcoming trip to Mali and Senegal; Successfully creating

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Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

appointments with government officials, MCA staff as well as a selected number of women's organizations

- Assisting Global Partnership Director in logistics while in the countries including: translation, hotel, accommodations, transportations and any other tasks that might arise
- Assisting GP Director with criteria for vet organizations

Required skills for this internship:

- Must speak fluent English and French
- Ability to translate from French to English a MUST
- Minimum of BA and MA
- Have knowledge of civil society organizations in Mali and Senegal
- Exceptional organizational and communication skills
- Consultant must reside in Mali or Senegal for the consultancy

Desired Skills:

- Experience working with women's organizations in either country
- Familiarity with gender and development issues

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DEADLINE TO APPLY: March 10th

TO APPLY: Please send cover letter, resume, consultant and/or salary history and contact information of 3 references to Jenna D'Angelo at WTW Global Partnerships: [WTWafrikaGP@gmail.com](mailto:WTWafrikaGP@gmail.com)

Be sure to mention "African Consultant" on email subject

ALL MATERIALS MUST BE SENT IN ENGLISH, NO EXCEPTIONS  
Only short-listed candidates will be contacted

## ***Three positions with Creative Associates***

### **Chief of Party anticipated Education project, Jordan**

Creative Associates is a dynamic and fast-growing, Washington, DC- based professional services firm specializing in international development in the areas of education and political transitions. Creative has field presence in 14 countries with a strong and diverse portfolio that includes global contracts mainly with the U.S. Agency for International Development (USAID). The firm has earned a solid reputation with USAID/Washington and its Missions worldwide, and is well-regarded by competitors and collaborators.

Creative Associates seeks qualified candidates for Chief of Party (COP) for an upcoming Education project in Jordan. Based in Amman, the COP will be the technical and administrative supervisor of all project activities and will be the senior in-country project representative with overall responsibility for supervising project staff, partnering organizations, and sub-contractors (both international and local). The COP will coordinate program activities among a diverse group of stakeholders and beneficiaries, government ministries (especially the Ministry of Education), and USAID personnel. The COP will ensure timely project implementation, monitor project activities, and manage project staff and subsidiaries. The COP has ultimate responsibility for project financial accountability and reporting to USAID and Creative Associates home office. There will be occasional travel to

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other areas within Jordan.

Required Skills and Qualifications: minimum of a Master's degree or equivalent in education or related field (Ph.D. or Ed.D. preferred); minimum of 5 years experience in implementing/managing education improvement programs in developing countries, (previous Chief of Party experience preferred); familiarity with USAID policies and procedures; technical experience in areas such as Teacher Training, EMIS, Primary Education and/or School-to-Work; experience in Jordan or the Middle East is highly desirable; demonstrated exemplary diplomatic, communication, and interpersonal skills; organizational acumen and cultural sensitivity; excellent oral and written English.

To apply, click on <http://recruitment-caii.com/apply> to go directly to our on-line form and follow the instructions for uploading your resume. You can also visit our Web site at <http://www.caii.com> , click on the Recruitment tab, and then select "Resume Management System" from the drop down menu. Follow the instructions for applying on-line. Be sure to select Jordan - Chief of Party PRP4317 from the list of "Current Open Positions".

Only if you are unable to use the on-line form, please email your resume, along with an expression of interest, to: [RMS@caii.com](mailto:RMS@caii.com) and be sure to include Jordan - Chief of Party PRP4317 in the subject line of your email.

## **Chief of Party anticipated Teacher Education Program, Ethiopia**

Creative Associates is a dynamic and fast-growing, Washington, DC- based professional services firm specializing in international development in the areas of education and political transitions and has field presence in 14 countries with a strong and diverse portfolio that includes global contracts mainly with the U.S. Agency for International Development (USAID). The firm has earned a solid reputation with USAID/Washington and its Missions worldwide, and is well-regarded by competitors and collaborators.

Creative Associates seeks qualified candidates for Chief of Party (COP) for a Teacher Education Program in Ethiopia. Based in Addis Ababa, the COP will be the technical and administrative supervisor of all project activities and will be the senior in-country project representative with overall responsibility for supervising project staff, partnering organizations, and sub-contractors (both international and local). The COP will coordinate program activities among a diverse group of stakeholders and beneficiaries, government ministries and officials (especially the Ministry of Education), and USAID personnel. The COP will help ensure timely project implementation, monitor project activities, and manage project staff and subsidiaries. The COP has ultimate responsibility for project financial accountability and reporting to USAID and Creative Associates home office. There will be travel to other areas (Oromia, Afar, Gambella, and Beni Shangul).

Requirements include: minimum of a Master's degree or equivalent in education or related field (Ph.D. or Ed.D. preferred); minimum of 10 years experience in implementing/managing education improvement programs in developing countries, preferably in complex conflict settings; familiarity with USAID or other international donors (at least 10 years of USAID and other experience preferred); experience in areas such as teacher training, education policy reform and decentralization, community-school engagement, and integrating health and nutrition in education development projects;

experience in Ethiopia or East Africa is highly desirable; demonstrated exemplary diplomatic, communication, and interpersonal skills; Organizational acumen and cultural sensitivity; excellent oral and written English.

To apply, please visit our Web site at <http://www.caii.com> , click on the Recruitment tab, and then select "Resume Management System" from the drop down menu. Follow the instructions for applying on-line. Be sure to select Ethiopia - Chief of Party PRP3521 from the list of "Current Open Positions".

Only if you are unable to use the on-line form, please email your resume, along with an expression of interest, to: [RMS@caii.com](mailto:RMS@caii.com) and be sure to include Ethiopia - Chief of Party PRP3521 in the subject line of your email.

## **Chief of Party for anticipated Workforce Development Project, South Africa**

Creative Associates is a dynamic and fast-growing, Washington, DC-based professional services firm specializing in international development in the areas of education and political transitions. Creative has field presence in 14 countries with a strong and diverse portfolio that includes global contracts mainly with the U.S. Agency for International Development (USAID). The firm has earned a solid reputation with USAID/Washington and its Missions worldwide, and is well-regarded by competitors and collaborators.

Creative Associates seeks qualified candidates for Chief of Party (COP) for an upcoming Workforce Development/Vocational Education program in South Africa.. Based in Pretoria, the COP will be the technical and administrative supervisor of all project activities and will be the senior in-country project representative with overall responsibility for supervising project staff, partnering organizations, and sub-contractors (both international and local). The COP will coordinate program activities among a diverse group of stakeholders and beneficiaries, government ministries and officials, and USAID personnel. The COP will help ensure timely project implementation, monitor project activities, and manage project staff and subsidiaries. The COP has ultimate responsibility for project financial accountability and reporting to USAID and Creative Associates home office.

### **Required Skills and Qualifications:**

minimum of a Master's degree or equivalent in workforce development, vocational education or related field; minimum of 5 years experience in working with public/private partnerships; familiarity with USAID or other international donors; grants management experience; familiarity and knowledge of career counseling, job placement, and/or continuing education; understanding of the gender, ethnic and other social, economic, institutional, and political factors that may affect implementation of the project or achievement of the project's results and objectives; demonstrated exemplary diplomatic, communication, and interpersonal skills; organizational acumen and cultural sensitivity; excellent oral and written English.

### **Desired Skills and Qualifications:**

proven ability to work effectively, responsively, and collaboratively with USAID, other funding organizations, donors, and public and private cooperating country organizations and

institutions; fluency in oral and written Afrikaans; experience in implementing/managing service industry projects (e.g. tourism).

To apply, click on <http://recruitment-caii.com/apply> to go directly to our on-line form and follow the instructions for uploading your resume. You can also visit our Web site at <http://www.caii.com>, click on the Recruitment tab, and then select "Resume Management System" from the drop down menu. Follow the instructions for applying on-line. Be sure to select South Africa - Chief of Party PRP4403 from the list of "Current Open Positions".

Only if you are unable to use the on-line form, please email your resume, along with an expression of interest, to: [RMS@caii.com](mailto:RMS@caii.com) and be sure to include South Africa - Chief of Party PRP4403 in the subject line of your email.

Creative Associates is an Equal Opportunity Employer.

## ***Program Associate position with the American Friends Service Committee, Atlanta, GA***

**Duration:** Six (6) months (with possibility of extension)

**Hours:** 35 hours/week (fulltime)

**Program:** Middle East Peace Education Program (MEPEP)

**Region/Unit:** Southeastern Regional Office (SERO)

**Supervisor(s):** Program Director and/or Associate Regional Director

**Background:** The AFSCSERO

Middle East Peace Education Program (MEPEP) works for a just and balanced U.S. policy in the Middle East. The work is based on Quaker principles and guided by human rights principles, United Nations resolutions, and international law, including the Fourth Geneva Convention. In the United States, MEPEP works: to challenge US support for the Israeli occupation of Gaza and the West Bank, including East Jerusalem; to end the US occupation of Iraq; to promote self-determination, equal rights for all; and to monitor the impact of the military occupations. SERO staff work with AFSC staff around the country.

**Summary of Responsibilities:** provide general administrative and programmatic support to MEPEP; participate in and lead educational presentations, activities and events; respond to information requests; plan, develop and update resources for program campaigns. The Program Associate will also assume the responsibilities of the Program Director during his/her absence.

### **RESPONSIBILITIES:**

A. Program Responsibilities:

1. Plan and implement MEPEP campaigns and educational activities, especially ones related to

*Faces of Hope: NonViolent*

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*Resistance and Refusal in Israel and Palestine.*

(<http://www.afsc.org/israelpalestine/>)

2. Give presentations and lead discussions. Help organize events locally and regionally. Assist with the organization and facilitation of U.S. speaking tours for staff and others. Arrange speaking venues for program staff.
3. Assist in the publication, production, and distribution of program materials. Develop outreach tools to communicate information about the program
4. Update resources as needed for educational campaigns on the Israeli Palestinian conflict.

**B. Administrative:**

1. Provide general administrative support for the program.
2. Assist in developing and maintaining the program's databases, email lists, and inventories.
3. Support the program's fundraising efforts.
4. Participate in meetings as needed.
5. Other tasks as may be assigned to carry out MEPEP activities.

**QUALIFICATIONS:**

1. Solid understanding of the issues of the Israeli Palestinian conflict. Expertise in Middle East politics, history, and culture. Understanding of and ability to discuss and explain AFSC's principles and position on the conflict: Principles for a Just and Lasting Peace Between Palestinians and Israelis  
<http://www.afsc.org/israelpalestine/news/principles.htm>
2. Must have at least a bachelor's degree, or be close to obtaining such a degree.
3. Must be detail oriented and able to work on multiple tasks simultaneously and independently.
4. Advanced computer skills, including facility with Windows, word processing programs, and spreadsheets. Experience with XP and MS Office, including PowerPoint, Word, and Excel.
5. Demonstrated ability to use the Internet: managing Email, conducting Web searches, and contributing to the development of the program's web site.
6. Demonstrated strong verbal, written and communication skills required.
7. Experience in creating and making presentations, and public speaking.
8. Demonstrated ability to edit copy, compose letters, memos, reports, and write minutes with minimum instruction.
9. Ability to take initiative in handling and following up on details and to carry considerable responsibility with minimum supervision. Demonstrated ability to produce accurate and timely work, including the ability to elicit the cooperation needed from others to accomplish tasks.

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10. Dependability in meeting work hours. Availability and ability to attend evening and weekend meetings and to travel (often by car), mainly in the Southeast by car.

11. Ability to organize tabling events, including moving, carrying and setting up educational material.

12. Commitment to Quaker values, testimonies and process. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee, including nonviolence and the belief in the intrinsic worth of every individual.

13. Understanding of and commitment to the principles, concerns, and considerations of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

#### **COMPENSATION:**

The salary range for this position is \$2,700 to \$3,000 per month depending on experience. Position has potential for further future funding. This is an exempt position. AFSC provides a comprehensive medical and hospitalization plan; term life, accident and salary continuation insurance's, defined benefit pension plan, plus fringe benefits; participation in social security, unemployment and worker's compensation.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

AFSC is a smoke free workplace.

#### **APPLICATION PROCESS:**

**Email a copy of your resume and a detailed cover letter specific for this position to [mepepassociate08@afsc.org](mailto:mepepassociate08@afsc.org)**

We will continue to accept resumes until the position is filled. No phone calls or faxes, please

## ***Spanish Speaking Mediator need at the North Baltimore Center Mediation Services***

The North Baltimore Center Mediation Services (an affiliate of Sheppard Pratt Health System) provides professional mediation services for family conflicts including divorce and separation proceedings, custody/visitation disputes, seniors or school issues and for traditionally litigated civil disputes including employment, civil rights, and worker's compensation claims.

We are currently looking to add a mediator who speaks Spanish. If you fluently speak Spanish and are interested in joining our team of mediators please contact Jeanne Free at 410-938-3927 or [jfree@sheppardpratt.org](mailto:jfree@sheppardpratt.org)

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Jeanne Free, Program Assistant  
Mediation and Educational Programs  
The North Baltimore Center, Inc.  
(An affiliate of Sheppard Pratt)

Phone: 410-938-3927  
Fax: 410-938-3909

## ***Conflict Mitigation Manager position with ARD, Afghanistan***

### Job Description

ARD, Inc. (<http://www.ardinc.com>) is recruiting a highly qualified Conflict Mitigation Manager to work with the Afghanistan Local Governance and Community Development Project (LGCD) funded by USAID. The LGCD is headquartered in Kabul and targeting underserved communities in north and west Afghanistan. CM activities will strengthen groups and communities who are already involved in managing conflicts at the local level and are working towards stability. The CM team will lend assessment and program support to the Community Development and Local Governance teams to ensure an integrated programmatic approach and a conflict sensitive approach to community development.

### Responsibilities include:

- Lead a small team of conflict mitigation program officers to plan and implement activities for the local stability initiatives;
- Conduct comprehensive conflict and stability assessments, conflict resolution/mediation/reconciliation trainings, workshops and forums;
- Participate in strategic planning for interventions in conflict affected communities and post-kinetic environments;
- Design and manage grants and contracts which focus on conflict mitigation;
- Implement community development projects which focus on encouraging communities in conflict to work together for tangible benefits.

### Requirements:

- 5-10 years of technical experience in programmatic areas summarized above.
- Previous Experience in Afghanistan.
- Graduate degree in a relevant discipline.
- English fluency is required.
- Ability to work with diverse teams and handle many tasks simultaneously,

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often with inflexible deadlines.  
Experience working with USAID technical assistance programs.  
Proven ability to provide deliverables on time and within budget.  
Strong writing and oral presentation skills.  
Vacancies Contact

Please e-mail a full, current curriculum vitae (CV) in reverse chronological format, to Lauren Weiss [lweiss@ARDinc.com](mailto:lweiss@ARDinc.com) or fax to 802-658-4247. Please refer to LGCD-CM in subject line. Candidates meeting the qualifications detailed above will be contacted. No phone calls, please.  
All CVs must be received by March 7, 2008.  
ARD, Inc. is an Equal Opportunity Employer.

Closing date: 12 Feb 2008

Reference Code: RW\_7BJLXQ-18

Source: Reliefweb

### ***Executive Director position with Global Justice,***

Global Justice is a national organization that acts as the umbrella organization for a number of student advocacy campaigns aimed at promoting a more responsible, engaged, and justice-oriented US foreign policy. Each of these campaigns operates through a national steering committee and chapters organized on a campus by campus basis, with chapters engaging in independent projects as well as participating in collective national initiatives. To date Global Justice has been the flagship for three campaigns: the Student Global AIDS Campaign, the Student Campaign for Child Survival, and the Student Trade Justice Campaign. Our Washington, DC-based staff includes our executive director, communications/tech coordinator, and organizers for each campaign along with a cadre of interns and volunteers.

Job Description: Global Justice is seeking a dynamic progressive leader with a deep commitment to the twin missions of Global Justice: to change global policy and empower young people to become life-long activists. Applicants should have a genuine interest in and experience with organizational development as the organization goes through its current transition. The Executive Director oversees the internal operation of the agency. The Executive Director is responsible for overseeing staff recruitment and

development, monitoring and evaluating staff, building organizational capacity, managing finances, fundraising, maintaining stakeholder relationships, monitoring programmatic developments, and facilitating strategic planning. The Executive Director serves as a liaison to the Board of Directors; board development will be a significant part of the work over the next year.

Additionally, the Executive Director is responsible for supporting the campaigns in their work through collaboration with the national coordinator and steering committee of each campaign, as well as active engagement in campaign activities.

#### Essential Duties and Responsibilities:

- Quarterback our transition toward a sustainable organizational structure
- Ensure that Global Justice maintains a sound legal, financial, and professional status

- Conduct staff recruitment, training, orientation, supervision and monitoring

- Conduct and oversee implementation of strategic action planning with staff, students, and Board of Directors

- Support the campaigns in accomplishing their missions and realizing their visions

- Maintain regular contact with campaign leadership (student and staff)

- Oversee financial management of the agency

- Develop and implement fundraising efforts, including grant writing and individual donor development

Qualifications: We are seeking a non-profit professional with a minimum of three (3) years of experience, including work at a senior-level. Essential to work at Global Justice is a commitment to, and background in, social and economic justice work. Equally important is a demonstrated ability to work collaboratively with students and youth.

#### Candidate should have:

- Several years experience in non-profit management and financial development

- Financial management experience

- Grant administration and fundraising experience

- Staff management experience

- Excellent verbal and written communication skills

- Experience in the areas of international affairs, international development,

and/or public health preferred  
Masters degree is preferred or equivalent experience

Salary: \$50,000 negotiable, based on experience.  
Excellent benefits.

Global Justice is committed to diversity. Applicants from historically underrepresented groups including those from the global South, people of color, women, and LGBT people are strongly encouraged to apply.

To Apply: Please send a cover letter, resume and three professional references to:

ED Search Committee  
Global Justice  
1301 Clifton Street NW, Washington, DC 20009  
jobs@globaljusticenow.org

If you are not familiar with our work, we encourage you to learn more about our organizations mission and work at [www.globaljusticenow.org](http://www.globaljusticenow.org) and by following links to our existing campaign websites.

## ***Associate Dean and Director for the School of Foreign Service, Washington, DC***

Date Posted: February 04, 2008

The Edmund A. Walsh School of Foreign Service at Georgetown University seeks applications for the position of Associate Dean and Director of the Undergraduate Program. The Walsh School of Foreign Service, founded in 1919, is the centerpiece of Georgetown University's commitment to educate students for careers in the international arena. The Bachelor of Science in Foreign Service program combines a broadly based liberal arts curriculum with an interdisciplinary focus in international affairs. The core curriculum provides a strong theoretical foundation in international relations, comparative politics, history, economics, and political and social thought. Students select one of seven majors: Culture and Politics; International Economics; International History; International Political Economy; International Politics; Regional and Comparative Studies; and Science, Technology, and International Affairs. At least two-thirds of the program's approximately 1400 students complete part of their degree program during a period of overseas study (see <http://www3.georgetown.edu/sfs/bsfs/> for more details). The Associate Dean and Director of the Undergraduate Program sets the strategic direction of the Bachelor of Science in Foreign Service (BSFS) program, and manages its implementation. S/he articulates a vision of the program capable of sustaining its position as the top-rated international affairs

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program in the United States at the undergraduate level; identifies and works to secure the human, financial, and physical resources required to realize this vision; and relates this vision to the overall goals of the School of Foreign Service and to liberal education in the Catholic and Jesuit tradition of Georgetown University. The Associate Dean and Director reports directly to the Dean of the School, is one of four senior Associate Deans in the School, and coordinates with the other senior Associate Deans in advising the Dean on a wide range of strategic issues and goals for the School. S/he designs and develops the interdisciplinary curriculum of the BSFS program in partnership with the Dean, members of the faculty, and other academic personnel. The Associate Dean and Director supervises a professional and administrative staff of eight who implement the program and advise students. S/he represents the BSFS program within the School and the University, and to the wider public. The successful candidate will have a Ph.D. or its equivalent and at least 6 years of applicable experience in an academic setting. Applicants should submit a cover letter and resume including a list of references. Consideration of applications will begin on February 15, 2008 and continue until the position is filled. Georgetown University is an Affirmative Action, Equal Opportunity Employer. Women and minority candidates are especially encouraged to apply.

## ***USIP Chief of Party position, Iraq***

Center for Postconflict Peace and Stability Operations

We seek a person to serve as the Chief of Party to represent the United States Institute of Peace in Iraq.

The Chief of Party (COP) will be based in Baghdad. The COP will manage operations and support programmatic activity the Institute undertakes in Iraq. In particular, the Chief of Party will:

- Serve as representative of USIP to the Government of Iraq, international entities, local and international assistance providers, local civic and political leaders, the Iraqi public and civilian and military officials of the United States government.
- Contribute to Institute's understanding of conflict-related issues in Iraq as well as the conceptualization and design of USIP programs and the identification of grant opportunities.
- Authorize, plan and support travel of Washington-based and local USIP staff in Iraq, as well as make appointments and attend meetings.
- Provide effective logistical, administrative and managerial support for the successful implementation of program projects and activities.
- In conjunction with security advisors in the field and in Washington, DC, manage the security profile of the Institute in Iraq and maintain a high level of security awareness/preparedness at all times.

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- Manage and authorize USIP expenditures and disbursements in the field.
- Assist in the recruitment of and supervise USIP staff within Iraq. The Baghdad Office has a staff of two Americans and seven Iraqis. It can grow as required.
- Ensure effective and meaningful coordination with the US Embassy and the Multinational Force–Iraq command headquarters.
- Prepare and disseminate timely reports to USIP-DC and to other entities as appropriate.

This managerial position is supervised by the USIP Director of Iraq Programs and requires an in-depth knowledge of transitional peace-building and of the region in general. Knowledge of the local culture, conflict management techniques, experience in contract and grants management, country program operations and project management, and excellent political analysis and reporting skills are important.

#### QUALIFICATIONS

Experience working with government officials, local and international relief agencies and military authorities is critical. Prior experience in program, operations, and security management in Iraq in particular, in the Middle East in general, is preferred.

Creativity, excellent communications and analytical skills and the ability to operate with high levels of autonomy and responsibility in a highly stressful setting while exercising sound judgement in politically charged and challenging security environments is necessary.

The sensitive nature of the work, the importance of good presentation skills, the ability to maintain morale among staff in a difficult work environment and the need to work closely with a variety of local and international interlocutors will require excellent teambuilding skills, quick judgement, and negotiation skills.

The incumbent will travel often both inside and outside Iraq.

#### REQUIREMENTS

You must be a US citizen to be considered. In addition, the successful candidate will have (1) an MA (PhD preferred) or equivalent experience in social sciences, humanities, or international relations/conflict management; (2) minimum 4 years of experience in at least 2 of the following areas: contract/grant management, economic development (including private sector development), community development, mediation/arbitration, conflict resolution, democracy and governance, international law, and/or human rights activities; (3) supervisory or management experience; (4) demonstrated ability to operate independently in complex and difficult situations with minimal home office support; (5) ability to manage field staff and field programs in transitional environments; (6) excellent oral and writing communication skills, including the ability to deal with counterparts on both the lowest and highest political, social and economic levels; (7) familiarity with U.S. Institute of Peace programs. Ability to write and speak Arabic is highly desirable (applicants with language ability should indicate their fluency levels).

While applicants must be US citizens, dual citizenship (US and Iraq) would be a positive factor in evaluating candidates.

In order to be considered for the position, candidates must meet the Selective Factors listed below. Consideration and selection will be based on panel evaluation of the Evaluative Factors. Applicants are encouraged to demonstrate how prior experience and/or training address these factors.

The term of the position is through September 30, 2008 and is potentially renewable. Immediate or very near-term availability will be an important factor.

Benefits include health and dental insurance, life insurance, retirement, annual and sick leave programs, flexible spending accounts, etc. Employment with the U.S. Institute of Peace is not employment with the U.S. government.

Interested candidates should submit a resume including recent salary history to:

Email to: [vacancies+200826@usip.org](mailto:vacancies+200826@usip.org)

Fax to: 202-833-1019

Mail to:

USIP Vacancy No. 200826  
1200 17th Street NW, Suite 200  
Washington, DC 20036

Review of applications will begin immediately and will continue until the position has been filled

## ***UNDP Positions***

### **CRISIS PREVENTION AND RECOVERY TEAM LEADER, Johannesburg, SOUTH AFRICA**

Application Deadline : 07-Mar-08  
Type of Contract : 200 Series  
Post Level : L-6 (pending classification)  
Languages Required : English  
Duration of Initial Contract : 1 year (renewable)

#### Background

UNDP occupies a critical niche within the UN family in the achievement of impact in the field of Crisis Prevention and Recovery (CPR). UNDP, with support from its Bureau for Crisis Prevention and Recovery (BCPR), seeks to foster a global network in which the causes of

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natural and man-made social, political, security and economic crises are identified and analyzed and pro-active mechanisms are developed and implemented for effective and timely interventions before, during, and after crises, to minimize their negative impact on human security, the achievement of the MDGs, and other long-term development goals. BCPR thus aims, in close partnership with the respective UNDP Regional Bureau, to promote crisis-sensitive development and consolidate peace, primarily through the UNDP Country Offices, and in partnership with other key stakeholders. This is done mainly through integrated needs assessments, the mobilization and provision of crisis prevention and recovery knowledge and services, and their integration into the corporate, national, and global development and human security agendas.

In line with UNDP's strategy to enhance its support to country offices through the establishment of Regional Service Centers, bringing together policy, technical, programmatic, operational, and coordination advisory resources and capacities from all the relevant Bureaux to ensure cohesion among the various services provided to country offices, the CPR Team Leader position for Africa region will be stationed in the UNDP Regional Service Center in Johannesburg. This will facilitate a more effective and timely BCPR responses deepen knowledge of the regional and national issues and challenges, integrate CPR dimension into Country Office (CO) planning more consistently, and forge stronger regional partnerships.

#### Duties and Responsibilities

The CPR Team Leader, Africa Region, will report jointly to the Chief of Programme and Operations Support Cluster (POSC) in BCPR/New York, and the Deputy Regional Director responsible for the Regional Service Center. S/he will also work in close collaboration with the Africa Policy Advisor in BCPR/NY, as well as with the technical staff in the Technical Advisory Services Cluster (TASC) in BCPR/NY and Geneva.

The duties and responsibilities include:

- \* Lead the CPR practice team in the Africa region, comprising experts in the areas of conflict prevention, natural disaster, mine action, small arms, and programme support, to achieve the results envisaged in the UNDP Strategic Plan and as detailed in the BCPR annual work plan. Manage and coordinate the work of the team and ensure that effective, coherent and timely support is provided to country offices in alignment with corporate policies and quality standards.

- \* Lead the preparation of the regional practice work plan under the guidance of BCPR, and in alignment with the Regional Bureau Partnership Framework with the Regional Bureau of Africa.

- \* Conduct a comprehensive assessment and provide regular updates on CPR issues and emerging needs in the region. On the basis of these updates, ensure that COs receive the appropriate assistance from BCPR in a timely and coordinated manner. This involves coordination of and support to country-level integrated CPR needs assessments, planning missions, regional workshops, training initiatives, etc.

- \* Provide advice and technical or strategic guidance to COs with regard to conflict sensitive design of programmes in conflict and post-conflict situations from a national as well as regional perspective,. If required, support a re-orientation of UNDP programmes

- \* Coordinate and manage the development and implementation of country, regional, sub-regional and cross-border initiatives in the area of crisis prevention and recovery, and facilitate the review and approval process for accessing TRAC 3 and CPR Thematic Trust Fund resources, by following the appropriate guidelines and the BCPR business processes.

Supplement country office efforts in developing necessary partnerships for resource mobilization for their CPR interventions.

- \* Provide high quality inputs to global CPR policy formulation through contribution of regional experiences, and participate in CPR knowledge management efforts to promote lessons learned (e.g., cpr-net). Promote regional development and application of practice knowledge and tools in operational activities.

- \* Act as the leading advocate for the practice, including promotion of the practice's policies, norms and standards, and the sharing of the practice's global experience, by staying current on evolving policies, norms and standards through regular contact with TASC/BCPR.

- \* Support BCPR monitoring and evaluation efforts by maintaining an overview of BCPR supported programmes in terms of results, delivery, programming resources, expenditures, etc., and addressing any specific implementation issues and/or delivery impediments.

- \* Manage and build relationships with partners including s with the Regional Bureau for Africa, with (sub) regional and national institutions and other interagency partners.

- \* Represent BCPR in international conferences/meetings.

- \* Support the Chief of POSC and the Deputy Regional Director in other CPR-related duties, as required.

## Competencies

### Corporate Competencies:

- \* Demonstrates integrity by modeling the UN's values and ethical standards
- \* Promotes the vision, mission, and strategic goals of UNDP
- \* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- \* Treats all people fairly without favoritism
- \* Excellent analytical and organizational skills

### Functional Competencies:

#### Knowledge Management and Learning

- \* Promotes a knowledge sharing and learning culture in the office
- \* In-depth knowledge on UNDP programme and operational issues
- \* Ability to advocate and provide policy advice
- \* Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly required skills
- \* Knowledge of UNDP/UN policies and programme in crisis and post-crisis situations
- \* Knowledge of UNDP/UN regulations, rules, policies, procedures and practices; operations

#### Development and Operational Effectiveness

- \* Ability to lead strategic planning, results-based management and reporting
- \* Ability to lead and manage corporate strategic initiatives
- \* Excellent computer/information system skills, including resource management system
- \* Ability to lead implementation of new systems (business side), and effect staff behavioral/ attitude change

#### Management and Leaderships

- \* Focuses on impact and results for the client and responds positively to feedback

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- \* Ability to establish effective working relations in a multicultural team environment
- \* Excellent staff management and supervisory skills
- \* Excellent interpersonal skills
- \* Contribute effectively to teamwork
- \* Consistently approaches work with energy and a positive, constructive attitude
- \* Demonstrates strong oral and written communication skills
- \* Demonstrates strong team management skills
- \* Builds strong relationships with clients and external actors
- \* Remain calm, in control and good humored even under pressure
- \* Demonstrates openness to change and ability to manage complexities
- \* Demonstrates strategic thinking, strategic decision-making and proven leadership qualities and experience in management of teams and large groups;
- \* Demonstrates capacity to communicate effectively; resource management; capacity to plan and organize programme effectively;
- \* Demonstrates resourcefulness, initiative and maturity judgment

#### Required Skills and Experience

- \* Advanced university degree in one of the following disciplines: social sciences, business administration or management.
- \* 15 years of progressively responsible experience at international development experience including field experience, especially in crisis and post-conflict situations and in conflict sensitive design programmes; Strong and substantive management, administration and implementation experience including team leadership; financial and human resources management; project management in complex settings; Good knowledge of, and experience in, CPR practice areas of UNDP is highly desirable;
- \* Proven ability to facilitate and manage complex ideas and operations across thematic areas and regions to maximize synergies effectively;
- \* Fluency in English, both verbally and in writing, is essential; working knowledge of other UN official languages and/or local languages in the region is an asset.

### **CONSULTANT: FACILITATOR FOR PROGRAMME DESIGN WORKSHOP, Nicosia, CYPRUS**

Application Deadline : 03-Mar-08

Additional Category Crisis Prevention and Recovery

Type of Contract : SSA

Languages Required :English

Starting Date :(date when the selected candidate is expected to start) 31-Mar-2008

Duration of Initial Contract : 10 days

Expected Duration of Assignment : 10 days

#### Background

A. Background : The consultancy is for an expert facilitator to help UNDP's peacebuilding programme in Cyprus, Action for Cooperation and Trust, redesign its programme for the period 2008-2011. This exercise is of vital importance to ensure that the strategic value of UNDP's contribution to resolving the Cyprus Problem remains relevant to the changing environment in which it works as well as advancing the cause of reconciliation between the

island's communities.

UNDP's initiative, Action for Cooperation and Trust (ACT), was launched on 1 October 2005 and is due to end in 2011. ACT has a mandate to help create opportunities for Greek Cypriot and Turkish Cypriot organisations and institutions to co-operate on practical issues which are of concern to all people on the island. The programme is funded principally by the United States Agency for International Development (USAID) to the tune of 41 million USD, and is complemented by an additional 800,000 USD from UNDP.

Currently, UNDP-ACT's mandate focuses on supporting projects in multicultural education, civil society strengthening and promoting sustainable development. The aim is to fund projects which are designed and implemented by Cypriots, which in turn actively promote co-operation between the two communities. In addition UNDP-ACT places a great emphasis on using communication tools for public advocacy and outreach. In the area of education, support is given to civic education and peace education projects, with an emphasis on conflict resolution within the classroom, using teacher training modalities and bi-communal youth camps. Work with Cypriot civil society aims to strengthen the role that NGOs play in both communities, and through this aim to support the development of strong bi-communal NGO networks which can create the environment for a stronger citizen participation in holding the state or private sector institutions accountable and help civil society to be more active in influencing public policy formulation. The environmental portfolio seeks to address the impact of modern development and the urgent need for Cypriots to recognize that though their island is politically divided, it remains one integrated eco-system. UNDP-ACT also invests in projects designed to protect and promote the cultural heritage assets of the island. This dimension of the programme seeks to use cultural heritage as a vehicle for promoting sustainable development and multicultural education and awareness.

Some background information on Cyprus can be found at: [www.cyprus-conflict.net](http://www.cyprus-conflict.net)

B. Strategic Vision 2008-2011 : UNDP-ACT continues a tradition of international support to peacebuilding efforts which reaches back to the late 1970s. The guise of UNDP's work today stems from the work of the Bi-communal Programme which was launched in 1998 and closed in 2005. UNDP-ACT succeeded the BDP for an 3-year initial period, and in 2007 UNDP-ACT's main donor, the United States Agency for International Development (USAID), agreed to extend the programme until 2011.

This second phase of UNDP-ACT's work is now viewed as highly strategic, since it coincides with a new expectation that a peace process will be launched in 2008. Thus UNDP-ACT's strategic programme direction between 2008-2011 needs to reflect this prospect. It's against this backdrop that UNDP-ACT believes that the programme for the period 2008-2011 should be characterized by a focus which seeks to build peace across conflict lines; in other words to help create spaces where citizens participate fully in the process of islandwide reconciliation.

Duties and Responsibilities

C. Objectives: To manage a consultative programme design process involving multiple stakeholders and to produce a comprehensive final report on the outcome of the exercise.

UNDP-ACT will hold a 3-day Programme Design Workshop which will be held at some point in the first two weeks of April 2008. The final dates of the workshop will be partly

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determined by the Consultant's availability and the availability of other key resource persons which UNDP-ACT would like to have participate in the workshop. This workshop will involve UNDP-ACT staff together with representatives from the Bureau for Conflict Prevention and Recovery, the Bratislava Regional Centre, key civil society organizations and USAID. The purpose of the workshop will be to undertake a strategic design exercise for the future direction of the UNDP-ACT programme. The inclusive element of the exercise is designed to create a broad ownership for this direction and strategy, ensuring that it is consistent with the priorities of Cypriots and the peacebuilding constituencies which UNDP supports.

#### D. Scope of Work

1. Carry out a desk review of UNDP-ACT's work in Cyprus and the previous projects managed under the Bi-communal Development Programme.
2. In consultation with the senior management of UNDP-ACT develop a detailed and comprehensive agenda for the programme design workshop, ensuring the highest level of participation, including where appropriate break out groups and other consultative processes as deemed necessary.
3. Consult directly with key civil society partners, UNDP staff and representatives of the international community.
4. 6-day mission to Cyprus: Facilitate and manage a multi-stakeholder consultation process for a programme design workshop.
5. Produce a Final Report reflecting a) the proceedings of the Workshop, b) description of main findings and conclusions and c) providing a clear proposal for a programme direction, including, but not necessarily limited to the following details:

- \* Description of the Strategic objective/rationale of UNDP-ACT's work 2008-2011
- \* Programme outcome statement (with performance indicators)
- \* Strategic output statements (with performance indicators)
- \* Specific project areas which will give UNDP-ACT the greatest potential to make substantive progress towards the outcome statement
- \* Elaborate a partnership strategy which will support the overall programme design
- \* Describe inherent risks and assumptions for the programme design Deliverables

Timeline : Payments : Desk Review 2 Days :

1st payment : Mission to Cyprus 6 days (i) Direct discussion with selected stakeholders and (ii) Facilitate 3 days workshop. Upon arrival: Reimbursement for cost of economy return air ticket upon submission of supporting invoice/receipt. Payment of terminal expenses, and Daily Subsistence Allowance (DSA) at UN rate to cover duration of stay in Cyprus.

2nd payment : Final day of mission : End of Mission presentation to UNDP and USAID, summarizing the conclusions of the mission. Payment of 7 days fee

3rd payment : Final Report 2 Days timeline. Payment of 3 days fee

#### G. Inputs

During the official mission, UNDP-ACT will provide a vehicle and driver at a cost of Euro 9.00 per hour. This amount will be deducted from the consultant's fee. This should be factored into the consultant's financial proposal. (see details for Applications below)

Travel to and from airport and hotel will be the responsibility of the consultant. UNDP-ACT can assist with any visa and hotel accommodation, if required.

Daily Subsistence Allowance (DSA) and Terminal Expenses to cover hotel accommodation/meals/incidentals and transport to and from airport are payable at the UN rate in effect at the time of travel and are payable as part of deliverable 1. Upon receipt of supporting documentation.

UNDP-ACT can provide limited use of the UNDP-ACT physical facilities for the duration of the mission. This will include use of office space only for desktop work and meetings when required.

#### Competencies

#### Experience of CCA and UNDAF processes

- \* Proven expertise in applying Results Based Management to programme design and experience of project assessment
- \* Excellent writing and communication skills in English
- \* An understanding of the region and the specifics of the Cyprus an advantage
- \* All communications and documentation will be in English.

Interested parties should provide, along with their CV and covering letter, a proposal of the services they can offer, along with their proposed/estimated amounts for the following:

- \* Fee: Daily / Hourly fee for providing consultancy services for the mission (a total of 10 working days). This amount should include provision for all on-island transportation costs during the first 2 weeks mission.
- \* Travel: Estimated cost of return air travel by economy class from place of recruitment to Cyprus

#### Required Skills and Experience

#### Minimum Requirements

- \* At least 12-15 years experience of workshop facilitation in international development, with a specialization in peacebuilding
- \* A proven track record of high level consultancy and advisory work for the UN and/or UNDP in the area of programme design and development

## **CONSULTANT: CONFLICT PREVENTION AND RECOVERY (CPR), Suva, FIJI**

Application Deadline : 05-Mar-08

Additional Category Crisis Prevention and Recovery

Type of Contract : SSA

Languages Required : English

Starting Date : (date when the selected candidate is expected to start) 26-Mar-2008

Duration of Initial Contract : 9 months

Expected Duration of Assignment : 9 months with possibility of extension

#### Background

The Pacific Crisis Prevention and Recovery programme has just been approved for 2008 - 2011 to develop institutional capacities; Strengthen capacities of civil society; Facilitate information and knowledge sharing; Support policy formulation; and Mainstream conflict prevention and disaster reduction into national and regional frameworks.

Under the direction of the Senior Regional Crisis Prevention and Recovery Manager/Advisor, the CPR Programme Consultant will be responsible for supporting project partners and the CPR Team Leader in the kick start and implementation of a series of activities, while a number of posts defined in the Programme 2008-2011 are being filled.

The main activities are:

- \* Regular engagement with the Informal Technical CPR Contact Group for the Pacific region;
- \* Development of a Pacific SSR strategy
- \* Development of a human security framework for the Pacific;
- \* Initiation of a Joint UNDP-PC and UNIFEM project on gender and community security in conflict recovery situations;
- \* Development of a Joint Regional GBV prevention: working with boys and men project;
- \* Track II dialogue processes with regional civil society and women's organizations on CPR issues with the Forum Regional Security Committee (FRSC) meeting.

Purpose:

The Conflict Prevention and Recovery (CPR) Programme Consultant will be responsible for providing the conflict team with programming support for the delivery of activities under its annual work plan and project document 2008-2011.

#### Duties and Responsibilities

Under the direction of the Senior Regional Crisis Prevention and Recovery Manager/ Advisor, and in close cooperation with the Conflict Prevention and Peacebuilding Expert and other relevant officers, the CPR Programme Consultant will provide programme support as follows:

- \* Undertake on a regular basis research on CPR strategic activities and entry points i.e. Security Sector Reform, Involvement of the Private Sector and mainstreaming of cross-cutting issues i.e. gender and provide substantial inputs into the preparation of non-papers and strategic documents;
- \* Under the supervision of the UNDP-PC Manager the CPR Programme Consultant will be the UNDP-PC representative on the Technical Working Group for the Joint Pacific Initial Plan Phase Project: Partners for Prevention: Working with Boys and Men for Gender-Based Violence Prevention and as such will support programme formulation;
- \* Assist the CPR Manager in all resource mobilization related work and efforts;
- \* Assist the CPR Manager with the design and formation of a Informal Technical CPR Consultative Forum;
- \* Where appropriate, undertake missions to provide assistance to UNDP Multi/Country and sub-regional offices on the design and development of country specific or sub-regional peace and conflict programming.

- \* Where requested provide technical input into and feedback on the development of documentation outlining Country Office Programming for conflict prevention and peacebuilding;
- \* Concrete contributions to the mainstreaming of cross-cutting issues i.e. gender in conflict prevention and recovery policy and practice in the Pacific sub-region including mobilizing resources for the operationalisation of the UNDP BCPR Eight Point Agenda for Women's Empowerment and Gender Equality in Crisis Prevention and Recovery regionally and nationally;
- \* Support the Senior Regional Crisis Prevention and Recovery Advisor/Manager and the Conflict Prevention and Peacebuilding Expert in the strategic development of CPR Programme documents and workplans.
- \* Provide support to the CPR team in ongoing and new initiatives in conflict prevention and peacebuilding as required.

#### Competencies

##### Corporate Responsibility and Teamwork:

- \* Serves and promotes the vision, mission, values, and strategic goals of UNDP
- \* Plans, prioritizes, and delivers tasks on time
- \* Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others
- \* Responds flexibly & positively to change through active involvement
- \* Establishes clear performance goals, standards, & responsibilities; manages them accordingly
- \* Promotes a learning environment; facilitates the development of individual and team competencies

##### Results-Orientation:

- \* Plans and produces quality results to meet established goals
- \* Generates innovative, practical solutions to challenging situations.

##### Partnering and Networking:

- \* Seeks and applies knowledge, information, and best practices from within and outside UNDP
- \* Innovation and Judgment
- \* Conceptualizes and analyses problems to identify key issues, underlying problems and how they relate
- \* Contributes creative, practical ideas and approaches to deal with challenging situation
- \* Strives for quality client-centered services (internal/external) when making decisions and taking action

##### Communication:

- \* Demonstrates effective written and oral communication skills

##### Job Knowledge & Expertise:

- \* Demonstrates substantive knowledge to meet responsibilities and post requirements with excellence
- \* Uses ICT and web-based management systems effectively as a tool and resource
- \* Is motivated & demonstrates a capacity to pursue personal development & learn

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## Required Skills and Experience

- \* Post-graduate University degree in relevant field (e.g. International Relations, Peace and Conflict Studies or Development).
- \* 2 years international development work experience;
- \* Demonstrable understanding of the CPR field;
- \* Demonstrable understanding of the gender aspects of CPR through research and programming;
- \* Excellent interpersonal skills and ability to operate and deliver in a complex and multicultural environment;
- \* Good knowledge and understanding of the UN, its values, priority goals and systems and procedures will be a definitive asset;
- \* Working experience in the Pacific will be a definitive asset;
- \* Excellent written and spoken English.



## Reporting Requirements:

- \* Monthly progress reports based on TOR will be required to be submitted to the Senior Regional Crisis Prevention and Recovery Manager/Advisor.

## ***Securities and Exchange Commission positions in the Office of Human Resources, Washington, DC***

### **Research Specialist SK-0301-05/07/09**

NNOUNCEMENT NUMBER: STEP-SEC-08-110-SF APPLICATION DEADLINE: 5-30-2008 JOB LOCATION: Alexandria, Virginia  
Washington, Dist of Columbia WORK SCHEDULE: Full Time SALARY RANGE: \$34,445.00-\$75,134.00 OPEN DATE: 2-19-2008

TIME LIMIT: Temporary, not to exceed 12 Months  WHO MAY APPLY: US citizens - and Nationals - Open to students residing in the Washington D. C. Metropolitan area ONLY. Please be aware that this program is NOT open to Law School students. Law students may apply under the Summer Honors or the Law Student Observer Programs. Please visit the SEC website at [www.sec.gov](http://www.sec.gov) for further information on how to apply, application deadlines and other important information on the application process for the Law student programs.  NUMBER OF VACANCIES:10 PROMOTION POTENTIAL: 09

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Do you want to perform challenging work in a collegial environment, while enjoying quality of life and a competitive compensation package? Invest in your career at the U.S. Securities and Exchange Commission (SEC)! To find out more, go to <http://www.sec.gov/jobs.shtml>.

The SEC's mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. The agency seeks high-caliber professionals who share the same values of integrity, fairness, accountability, resourcefulness, teamwork, and commitment to excellence.

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To apply for this position with the SEC, please access an on-line applicant assessment system that has been specifically configured for Securities and Exchange Commission applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process.

## **NOTES:**

All Applicants must provide proof of current enrollment and proof of GPA if this information is not submitted at the time of application you will lose further consideration.

These positions are located at the U.S. Securities and Exchange Commission, Washington, DC 100 F Street, NW and 6432 General Green Way, Alexandria, VA offices. One or more vacancies may be filled from this vacancy announcement. One or more vacancies may be filled from this vacancy announcement. Relatives of SEC employees are not eligible to apply for this vacancy. Positions will be filled throughout the school year as vacancies occur. NOTE: There is no guarantee that there will be openings for all students applying. Applications will be referred during the course of this announcement and announced quarterly throughout the school year.

**HOW TO APPLY:** Applicants must apply online via the Internet at [www.avuedigitalservices.com/sec/applicant.html](http://www.avuedigitalservices.com/sec/applicant.html). If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-16488), and instructions for completing the form. Applicants submitting additional documents can electronically attach them, or scan and attach them to the employment application. If this is not possible, copies of documents can be faxed to 253-573-9869 or mailed to the following address: U. S. Securities and Exchange Commission; C/O Avue Digital Services; 1145 Broadway Plaza, Suite 800 ATTN: Direct Services, Tacoma, WA 98402. All faxed or mailed documents must be identified with applicant's name and vacancy announcement number. No other form of application will be accepted. The individual selected may be subject to security investigation. Favorable results on a Background investigation may be a condition for employment. Please read the 'other significant facts' section of the vacancy. If you do not provide all the information requested, you will lose consideration for this position. None of these forms will be subsequently loaned or returned to applicants. U.S. Securities and Exchange Commission is accepting applications for the 2008-2009 school year. To apply for the Student Temporary Employment Program, candidates must be at least 16 years of age at the time of appointment; CURRENTLY enrolled on at least a half-time basis in an accredited high school, technical or vocational school OR be enrolled in a 2 or 4 year college/university, undergraduate or graduate program; be enrolled in an academic, vocational, or technical program leading to a degree, diploma or certificate; and have a CUMULATIVE GPA of 2.5 or better on a 4.0 scale. Applicants must provide proof of enrollment and GPA in addition to submitting a resume. If you do not provide your most recent transcript to verify GPA and proof of enrollment you will be disqualified. A student who is not a U.S. Citizen may apply provided he/she has been lawfully admitted to the U.S., possess a valid work permit, and a resident of an ally of the U.S. Positions are temporary and appointments may be extended on a yearly basis until the student completes the requirements for a degree, diploma, or certificate. These are paid positions. Applications will be accepted continuously through May 30, 2008. Applications received from candidates determined eligible for employment will be referred for

consideration as vacancies occur during the course of the announcement. The announcement will be announced every 3 months thereafter throughout the 2008-2009 school year and applicants must reapply during each open period in order to receive further consideration for any future vacancies that may occur. Please be aware that this program is NOT open to Law School students. Law students may apply under the Summer Honors or the Law Student Observer Programs. Please visit the SEC website at [www.sec.gov](http://www.sec.gov) for further information on how to apply, application deadlines and other important information on the application process for the Law student programs.

This is a Student Temporary Employment Program (STEP) opportunity that provides the opportunity for students to work while attending school. Applicants must be enrolled (or accepted for enrollment) as degree-seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2- or 4-year college/university, graduate or professional school. Students are appointed to a position not to exceed one year. Appointments may be extended in one-year increments as long as the individual meets the eligibility requirements. The nature of the duties does not have to be related to the student's academic/career goal.

**DUTIES:** *(The duties described reflect the full performance level of this position)*


Under the Student Temporary Employment Program (STEP), the incumbent receives work experience in the use of personal computers, answering phones and greeting visitors. Maintain files, logs and manuals. Incumbent also researches and/or analyzes problems, issues, or program requirements.

Contact Information:

SHARON FOXX  
(202)942-7905  
[FoxxS@sec.gov](mailto:FoxxS@sec.gov)


## **Clerk, SK-0303-01/02/03/04**

ANNOUNCEMENT NUMBER: STEP-SEC-08-109-SF APPLICATION DEADLINE: 5-30-2008 JOB  
LOCATION: Washington, Dist of Columbia  
Alexandria, Virginia WORK SCHEDULE: Full Time SALARY RANGE: \$22,356.00-\$41,202.00 OPEN DATE: 2-19-2008

TIME LIMIT: Temporary, not to exceed 12 Months  WHO MAY APPLY: US citizens - and Nationals - Open to students residing in the Washington D. C. Metropolitan area ONLY. Please be aware that this program is NOT open to Law School students. Law students may apply under the Summer Honors or the Law Student Observer Programs. Please visit the SEC website at [www.sec.gov](http://www.sec.gov) for further information on how to apply, application

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deadlines and other important information on the application process for the Law student programs.  NUMBER OF VACANCIES:10 PROMOTION POTENTIAL: 04

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The SEC's mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. The agency seeks high-caliber professionals who share the same values of integrity, fairness, accountability, resourcefulness, teamwork, and commitment to excellence.

To apply for this position with the SEC, please access an on-line applicant assessment system that has been specifically configured for Securities and Exchange Commission applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process.

### **NOTES:**

All Applicants must provide proof of current enrollment and proof of GPA if this information is not submitted at the time of application you will lose further consideration.

These positions are located at the 100 F Street, Union Station, Washington, DC and 6432 General Green Way; Alexandria, VA offices. One or more vacancies may be filled from this vacancy announcement. Relatives of SEC employees are not eligible to apply for this vacancy.

NOTE: There are no guarantees that there will be openings for all students applying. Applications will be referred during the course of this announcement.

HOW TO APPLY: All applicants must apply for this vacancy is online via the Internet at [www.avuedigitalservices.com/sec/applicant.html](http://www.avuedigitalservices.com/sec/applicant.html). If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-16488), and instructions for completing the form. Applicants submitting additional documents can electronically attach them, or scan and attach them to the employment application. If this is not possible, copies of documents can be faxed to 253-573-9869 or mailed to the following address: U.S. Securities and Exchange Commission; C/O Avue Digital Services; 1145 Broadway Plaza, Suite 800; Tacoma, WA 98402. All faxed or mailed documents must be identified with applicant's name, vacancy announcement number and grade level. No other form of application will be accepted. The individual selected may be subject to a security investigation. Favorable results on a Background investigation may be a condition for employment. Please read the 'other significant facts' section of the vacancy. If you do not provide all the information requested, you will lose consideration for this position. None of these forms will be subsequently loaned or returned to applicants. Applications are being accepted for the 2008-2009 school year. Applicants must possess a CUMULATIVE GPA of 2.5 or better on a 4.0 scale. Applicants must provide proof of enrollment and GPA at the time of application. If you do not provide your most recent transcript to verify GPA and proof of current enrollment you will be disqualified. Positions are temporary and appointments may be

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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.**

extended on a yearly basis until the student completes the requirements for a degree, diploma, or certificate. These are paid positions. Applications will be accepted continuously through May 30, 2008. Those applications received from candidates determined eligible for employment will be referred for consideration as vacancies occur during the course of this announcement. The announcement may be re-announced after the closing date and thereafter throughout the 2008-2009 school year. All applicants who apply under this announcement must reapply under any new vacancy announcement for this program in order to receive further consideration for any future vacancies that may occur.

This is a Student Temporary Employment Program (STEP) opportunity that provides the opportunity for students to work while attending school. Applicants must be enrolled (or accepted for enrollment) as degree-seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2- or 4-year college/university, graduate or professional school. Students are appointed to a position not to exceed one year. Appointments may be extended in one-year increments as long as the individual meets the eligibility requirements. The nature of the duties does not have to be related to the student's academic/career goal.

**DUTIES:** *(The duties described reflect the full performance level of this position)*

Serves as the organization's liaison on office support services.

Contact Information:

SHARON FOXX  
(202)942-7905  
[FoxxS@sec.gov](mailto:FoxxS@sec.gov)