



Career Services Newsletter
August 18, 2006
Volume 2, Issue 11

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

Table of Contents

Table of Contents 1

Job Search Spotlight..... 2

Organization Spotlight 2

Fellowships..... 2

 Democracy Fellow - USAID Strategic Planning and Research Division..... 2

Internships 4

 Program Intern for Genocide Prevention Initiative, New York..... 4

 Africa Program Internship, Search for Common Ground, Washington D.C..... 6

 Intern, Assistant to the Director of the United Nations Office of The Women’s International League for Peace and Freedom , Washington D.C. 7

 Search for Common Ground, Washington D.C. 8

 Middle East Program Internship..... 8

 Partners In Humanity Program Internship 9

 Communications/ Press Internship, The Natural Resources Defense Council, Washington, DC Office..... 10

 Research Intern, Center for Responsive Politics, Washington D.C. 11

Jobs..... 11

 Donor Prospect Researcher, Institute of Conflict Analysis and Resolution, George Mason University, Virginia 11

 GRA Positions, The Center for World Religions, Diplomacy and Conflict Resolution, George Mason University, Virginia 12

 CIC Program Coordinator - Korean Speaker, Community and Intergroup Conflicts, California 13

 Executive Assistant (Canberra)..... 16

 Director, Office of Alternative Dispute Resolution, Federal Election Commission..... 16

Director, Diversity and Inclusion and Ombudsperson, Massachusetts	23
General Counsel, Community College of Southern Nevada, Nevada	24
Executive Director, The Mediation Center, Nebraska	26
Associate Vice-President for Human Resources, Eastern Connecticut State University, Connecticut	27
Professor, International Relations, Johns Hopkins University School of Advanced International Studies, Washington D.C.	28
Associate Vice President for Human Resources, Wesleyan University, Connecticut	29
Professor of Security Studies, Georgetown University, Washington D.C.	31
Assistant Professor of Political Theory/Gender Studies, University of Utah, Utah	32
Women’s Studies, Randolph-Macon College, Virginia	32
Director of International Programs, Population Reference Bureau, Washington D.C.....	33
Mediation Court Coordinator, North Shore Community Mediation, Inc., Massachusetts	34
Assistant Conflict & Mediation Coordinator (Assistant Dean of Discipline), The Urban Assembly School for Law and Justice, New York.....	35
School Leadership Specialist, Community Mediation Services, New York	36
Human Relations Specialist - Dispute Resolution Program, California.....	37
Facilitator, Resolve, Washington D.C.	38
Ombudsman, Sequoia Community Initiatives, New York	40
Vice President, Human Resources and Diversity, Planned Parenthood Federation of America, Inc., New York.....	41
Program Manager II/Senior Conflict Technical Advisor, Catholic Relief Services, Haiti	42
Senior Civil Society Program Officer, Arlington, Virginia	44
Program Assistant-Fighting Discrimination, Human Rights First, New York.....	46
Humanitarian Affairs Officer (HAO) / Area Coordinator, L-3, Khartoum, Sudan	48
Gender Based Violence Coordinator, International Rescue Committee, Sudan.....	51
Consultant, Gender and Governance-Post Crisis Environment , United Nations Human Settlements Program.....	53
International Consultant on Guarantee Fund, United Nations Development Program, Serbia	56
Advocacy Director for the Americas, Washington D.C.	59
Program & Administrative Assistant, The Center for Gender & Refugee Studies, California	60
Conflict Campaigners, UK.....	61
Admin and Dispatch Manager, Peace News, UK	62
Field Officer, The Office of U.S. Foreign Disaster Assistance - Darfur, Sudan	63
Recruiter for the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) - Washington DC	66
Office Manager, Brit Tzedek v’Shalom, the Jewish Alliance for Justice and Peace, Chicago 67	

Job Search Spotlight

Organization Spotlight

Fellowships

Democracy Fellow - USAID Strategic Planning and Research Division

General Information

Date Posted: 14 Aug 2006
Organization: World Learning for International Development
Country/Region: United States
Apply By: 13 Sep 2006
Contact Information :
Fax: 202-408-5397

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

Description

World Learning-s Democracy Fellows Program (DFP), funded by the United States Agency for International Development (USAID), seeks a Democracy Fellow interested in developing skills in field and policy support, technical leadership and cadre development in the field of democratization and good governance. The Fellow will be located in Washington, DC and will support the Strategic Planning and Research Division of USAID. Specifically, we seek a Fellow to assist Democracy and Governance (DG) programs in Africa and in contributing to a long-term analytical and research program to measure the effectiveness of USAID programming and provide guidance to missions and policy-makers to improve the type, mix and sequencing of USAID-s future democracy and governance programs.

Background

The Strategic Planning and Research Division is responsible for overseeing cross-cutting themes and issues. This includes, among other duties, leading regional -backstopping- teams that provide technical support to democracy offices overseas and the regional bureaus in USAID/Washington. The Africa region, with nearly 30 active DG programs, supports the greatest number of programs of any regional team.

In addition to its role in leading regional teams, the division now has underway the first comprehensive evaluation of the Agency-s work since DG programs were initiated approximately 15 years ago. The purpose of this evaluation is to improve USAID-s work in the democracy sector and create a -learning environment- that translates the research results into better programming and evaluation, which in turn improves our work. The evaluation project is comprised of quantitative and qualitative analyses. An initial cross-country quantitative analysis has been completed, and a follow-up is now being launched. Methodologies for undertaking qualitative country studies will be tested in fiscal year 2007. Linked to this research and evaluation agenda, the division is working on the development of indicators of democratic change and USAID impact.

Roles and Responsibilities

The Democracy Fellow will have two primary areas of responsibility, assisting in the coordination and provision of field support to USAID DG programs in Africa and assisting in implementation of USAID's work on measuring and evaluating democratic change. Thus, the Fellow will undertake work such as:

1. Advising on DG strategy development for African programs;
2. Analyzing budget data on DG programs in Africa;
3. Assisting in the coordination of technical support to DG programs in Africa;
4. Researching and advising on cross-cutting topics affecting DG programs in Africa, such as the interplay between governance and food security;
5. Backstopping one to four Africa countries, to include tracking political events and USAID DG programs, as well as serving as the primary DG liaison with the country USAID mission;
6. Assist in the development of democracy indicators;
7. Collaborate in the long-term measurement of impact of USAID work in democracy and governance;
8. Coordinate and participate in briefings, outreach, and learning activities related to the DG program evaluation agenda.

Eligibility Criteria

- M.A. or Ph.D. in Political Science, International Studies, Law or related field.
- Minimum two years of experience in development and/or developing countries. Experience in Africa is preferred.
- 1-2 years of experience working on democracy and/or governance issues. Experience in Africa is preferred.
- French or Portuguese language.
- Immediate Availability.

For more information on the program, and to download an application, please visit our website at: <http://www.worldlearning.org/wlid/cscc/dfp>, or contact us at (202) 408-5420, or dfp.info@worldlearning.org

Internships

Program Intern for Genocide Prevention Initiative, New York

Global Action to Prevent War, an emerging transnational organization dedicated to practical measures for removing institutional and ideological impediments to ending armed violence and severe human rights violations, seeks an intern to support our United Nations Emergency Peace Service (UNEPS) initiative.

Responsibilities will include some or all of the following:

- Assist in the planning and execution of events within and outside the US to publicize and highlight our publication, 'A United Nations Emergency Peace Service: To Prevent Genocide and Crimes Against Humanity.'

- Draft policy and other correspondence to individuals and NGOs working towards the prevention of genocide and the reduction of armed conflict.
- Research on peacekeeping, stand-by forces, and related UN policies as needed
- Network with NGOs and report on UN and other events relevant to UNEPS.
- Participate in UNEPS conference calls and smaller discussions focused on UNEPS strategy, resources and outreach
- Provide general organizational support for Global Action to Prevent War, including administrative tasks related to non-UNEPS program priorities

Optimal Qualifications:

- Educational concentration in International Relations or related field
- Demonstrated commitment to the prevention of genocide
- Proficiency in Microsoft Office
- Strong Communication Skills
- Experience in campaign strategy
- Demonstrated research and writing skills
- Website design a plus
- Fluent writing skills in Spanish or French a plus
- Candidates should be prepared to work 15-20 hours per week.

The creation and launch of UNEPS would fill a gap in the international community's response capabilities when it is deemed that genocide or crimes against humanity are occurring. Too often, and even under existing stand-by arrangement systems, the United Nations is unable to marshal the resources and support necessary to intervene quickly enough to save lives. UNEPS is unique as an initiative in the following ways:

- (1) The UN emergency peace service will be permanent and based at UN designated sites.
- (2) It will be capable of immediate response, including mobile field headquarters, so it could quell an emergency within 48 hours after United Nations authorization.
- (3) Personnel will be individually recruited from among volunteers drawn from many countries.
- (4) The 10,000 to 15,000 personnel recruited will be carefully selected and expertly trained, with sensitivity to implementing UN Resolution 1325 regarding women's human rights.
- (5) The proposed service will be coherently organized and under a unified UN command.
- (6) It will provide diverse services within an integrated force structure, encompassing civilians skilled in conflict resolution, humanitarian assistance, human rights, police enforcement, judicial processes, and military personnel.

To apply, please e-mail, fax, or mail a resume, cover letter, two references and a brief writing sample to:

Global Action to Prevent War
 c/o Waverly de Bruijn
 675 Third Avenue, Suite 315
 New York, NY 10017

Fax: 1-212-818-1857

E-mail: coordinator@globalactionpw.org

Application deadline is September 8, or until position is filled.

Africa Program Internship, Search for Common Ground, Washington D.C.

Search for Common Ground (SFCG) is a Washington, DC based non-profit organization dedicated to transforming conflict into cooperative action. SFCG's mission is to transform how people deal with conflict - away from adversarial approaches toward cooperative solutions. We design and implement multifaceted programs that aim to resolve conflict and prevent violence. We seek to help conflicting parties to understand their differences and act on their commonalities.

The Africa Program runs operations in Angola, Burundi, Côte d'Ivoire, DR Congo, Guinea, Liberia, Morocco, Rwanda and Sierra Leone. The Africa Team in Washington, DC provides programmatic, logistical, and finance support to SFCG's projects in the region.

Duties for this unpaid internship position include but are not limited to:

- § Contributing to the production of donor reports and grant proposals;
- § Attending policy meetings, representing the Africa Program;
- § Backstopping the Africa Team and country offices overseas with research requests and similar substantive programmatic tasks;
- § Tracking relevant legislation and positions of Washington-based policy-makers;
- § Assisting with website, program literature and database system maintenance; and
- § Assisting with general administrative tasks, as well as logistics for international travel, including visa and health requirements.

The ideal candidate will exhibit:

- § French or Portuguese written proficiency (required);
- § A self-starting, enthusiastic and flexible approach to the organization;
- § Demonstrable interest in African issues and/or conflict resolution;
- § Good writing, editing and communication skills; and
- § NGO and/or international experience (preferred).

Interested candidates should email or fax a cover letter and resume before 12:00 noon August 21, 2006 to:

Marco Konings

Email: mkonings@sfcg.org

Fax: +1 202 232 6718

No phone calls please. Only applicants who are invited for an interview will be contacted.

In your cover letter, please clearly state why our program is of interest to you, what you can bring to it and what you hope to gain from the internship. Also, please include the dates of your availability and the number of hours per week to which you can commit. For this position, we

prefer commitments of no less than 30 hours per week. Please note that this position is unpaid. Credit can be arranged for students with their institution. We are currently recruiting for fall internship positions beginning on September 5, 2006.

For more information on our projects in Sub-Saharan Africa, please visit <http://www.sfcg.org>.

Last updated: August 08, 2006

Intern, Assistant to the Director of the United Nations Office of The Women's International League for Peace and Freedom , Washington D.C.

Intern Job Description

The WILPF UN office works closely with the United Nations in New York to advance international norms and practices that empower women and address the root causes of war and injustice. The Assistant to the Director will gain an understanding of the diverse work and responsibilities of running a small international nongovernmental office focused on women's rights and advocacy, peace, justice and security issues.

In this internship you will work with the office director on both programmatic and administrative aspects of our work, including but not limited to:

Follow and report on UN meetings and processes in current priority areas, such as: human rights, peace and security, peace building, sustainable development, and UN reform;
Network within WILPF and more broadly at meetings and relevant gatherings on above issues;
Research and develop organizational position papers;
Research, develop and implementation procedures for fundraising and publicity, media and other outreach;
Provide information, conduct interviews and correspondence.

To apply send: resume; 1 page cover letter stating motivation, objectives, relevant experience and availability; two contactable references and a writing sample of 2 pages maximum.

This is an unpaid internship requiring a commitment of 16 hours a week for three months minimum.

Other requirements: writing, research, organizational skills, ability to work independently, take responsibility and follow through, as well as ability to work as part of a team.

We are seeking individuals who approach international, regional and national peace and security in engendered and women-centered ways; support women's full and equal participation in decision-making at all levels; and support cooperation of the international community in confronting global concerns, including gender inequality and armed conflict.

Send applications to: jill@wilpf.ch

Last updated: August 08, 2006

Search for Common Ground, Washington D.C.

Middle East Program Internship

Start Date: Mid/Late August 2006

Search for Common Ground in the Middle East (SCGME) is seeking candidates for a full-time fall-semester internship to support operations of our Washington, DC office.

Search for Common Ground is an international non-governmental organization that works to transform the way the world deals with conflict: away from adversarial approaches, toward cooperative solutions. With programs in or with Angola, Belgium, Burundi, DR Congo, Guinea, Indonesia, Iran, Liberia, Macedonia, Middle East, Morocco, Nepal, Sierra Leone, Ukraine, and the United States, our “toolbox” includes mediation/ facilitation, shuttle diplomacy, training, radio/TV, journalism, sports, drama, and music.

Intern duties are wide-ranging and may include, but are not limited to, the following:

- Editing articles for our Common Ground News Service (CGNews);
- Communicating with authors of CGNews articles;
- Tracking CGNews reprints;
- Completing check requests;
- Researching diverse issues related to the Middle East;
- Meeting planning;
- Database entry;
- Contributing to various research and writing projects;
- Faxing;
- Mailing;
- Supporting daily functions of SCGME;
- Assisting staff on various other projects.

The ideal candidate will exhibit:

- Excellent editing skills (in English);
- Good writing and communication skills;
- A self-starting, enthusiastic and flexible approach to the organization;
- Interest and knowledge in Middle Eastern issues and/or conflict resolution;
- Computer proficiency in Windows 2000 and experience with Internet research;
- Arabic or Hebrew language skills a plus, but not necessary.

Interested candidates should email a cover letter and resume to:

Andrew Kessinger
akessinger@sfcg.org

In your cover letter, please clearly state why our program is of interest to you, what you can bring to it and what you

hope to gain from it. Also, please include the dates of your availability and the number of hours per week to which you can commit. We are requesting a 30 hour per week minimum commitment. Please note this is an unpaid internship.

For more information on our projects in the Middle East, please visit http://www.sfcg.org/programmes/middleeast/programmes_middleeast.html.

For more information on the Common Ground News Service, please visit <http://www.commongroundnews.org>

Partners In Humanity Program Internship

Start Date: Mid/Late August 2006

Search for Common Ground – Partners in Humanity Dept. (SFC-PiH) is seeking candidates for a full-time fall-semester internship to support operations of our Washington, DC office.

Search for Common Ground is an international non-governmental organization that works to transform the way the world deals with conflict: away from adversarial approaches, toward cooperative solutions. With programs in or with Angola, Belgium, Burundi, DR Congo, Guinea, Indonesia, Iran, Liberia, Macedonia, Middle East, Morocco, Nepal, Sierra Leone, Ukraine, and the United States, our “toolbox” includes mediation/ facilitation, shuttle diplomacy, training, radio/TV, journalism, sports, drama, and music.

The Partners in Humanity program is designed to address feelings of mutual fear and suspicion between the West - especially the United States - and the Muslim world that have arisen because of perceived and real injustices, extreme inequality in political and economic opportunity, and pervasive stereotyping. To improve perceptions, and promote understanding and communication between the Muslim world and the West, Partners in Humanity seeks to cultivate a sense of shared destiny and serve as a catalyst for Muslim-Western partnerships that reflect mutual respect, a shared commitment to addressing problems and meeting needs, and an ongoing process of mutual learning and challenging of stereotypes. We believe this attitude and approach reflect the most effective means for creating long-term progress and security.

This internship is full-time and involves lending support to various projects at the direction and under the supervision of the program director, Leena El-Ali, and the CGNews Assistant, Andrew Kessinger.

Intern duties are wide-ranging and may include, but are not limited to, the following:

- Proposal writing;
- Researching new projects; project design;
- Researching, contacting, and commissioning of ‘Special Series’ articles for CGNews publication;
- Editing articles for our Common Ground News Service (CGNews);
- Communicating with authors of CGNews articles;
- Promoting and Tracking Article Republication
- Contributing to CGNews-PiH Development, Monitoring and Evaluation
- Contributing to various research and writing projects aimed at bettering Muslim/Western relations.

The ideal candidate will exhibit:

- Excellent editing skills (in English);

- Good writing and communication skills;
- A keen interest and knowledge in international affairs, especially pertaining to Muslim/Western relations, and/or conflict resolution;
- Excellent organizational abilities with a proactive style;
- A self-starting, enthusiastic and flexible approach to the organization;
- Computer proficiency in Windows 2000 and experience with Internet research;
- Knowledge and/or contacts in one or more of the following: local media, Internet media services, donor reporting, project monitoring and evaluation, conflict resolution.
- Arabic language skills a plus, but not necessary.

Interested candidates should email a cover letter and resume:

Andrew Kessinger
akessinger@sfcg.org

In your cover letter, please clearly state why our program is of interest to you, what you can bring to it and what you hope to gain from it. Also, please include the dates of your availability and the number of hours per week to which you can commit. We are requesting a 32 hour per week minimum commitment. Please note this is an unpaid internship.

For more information on our projects in the Partners in Humanity department, please visit http://www.sfcg.org/programmes/humanity/programmes_humanity.html.

For more information on the Common Ground News Service, please visit <http://www.commongroundnews.org>

Communications/ Press Internship, The Natural Resources Defense Council, Washington, DC Office

The Natural Resources Defense Council (NRDC) is a non-profit national environmental advocacy organization with more than 1.2 million members and online activists. We have offices in New York, Washington, D.C., San Francisco and Los Angeles. Our staff of over 275 includes attorneys, scientists, policy analysts and educators working to protect the environment and public health through advocacy and education.

Position Summary:

NRDC is looking for a highly motivated individual to assist the Federal Communications Director and Communications Associates with various press related activities for either Fall 2006 or Spring 2007 in the Washington, DC press office.

Essential Functions:

- Assists staff with press events
- Researches press and environmental issues
- Assists on writing assignments
- Performs other projects as assigned

Skills & Knowledge Requirements:

- A junior or senior undergraduate student, recent graduate, or current graduate student
- Excellent communication skills
- Detail oriented in situations where multitasking is necessary
- Ability to adjust quickly to new tasks
- Ability to complete projects efficiently
- Ability to be punctual

- Interest in press/ communications and the environment
- Familiar with Microsoft Office and the Internet

This internship is an exciting way to gain experience at an environmental advocacy organization, while learning the inner workings of a busy DC press office. The internship is unpaid, however academic credit will be given. Applicants should submit a cover letter and resume to hr_dc@nrdc.org. No phone calls or faxes. Please reference where you saw this posting. NRDC is an Equal Opportunity Employer.

For further information about NRDC, please visit <http://nrdc.org>.

Position open until filled.

Research Intern, Center for Responsive Politics, Washington D.C.

Student interns will join a small staff in an informal and hard-working atmosphere. Interns are given substantive work assignments and the individual attention needed to gain valuable insight into government and money-in-politics in Washington, DC through public interest work experience.

Duties: The Center, one of Washington's most respected non-partisan watchdog groups, seeks interns to assist with customized money in politics research for journalists, public interest groups, educators, activists and other researchers; to analyze and distribute information as part of the long-term Open Secrets research project; to research and track significant political donors and companies in support of the Open Secrets web site and to aid in new research and analysis of lobbying and personal financial disclosure data. For these positions, administrative work is kept to a minimum.

Details: In the fall, unpaid interns are brought on part-time for academic credit.

Applications: There is no application form. Interested students should send a resume and cover letter to the Center (attention Internship Coordinator) by the appropriate deadline. Information may be sent via fax (202-857-7809), mail or email (interns@crp.org). The cover letter should explain why the student is interested in an internship at the Center and which project he or she finds most interesting. Following each deadline the Center will select applicants to interview. Interviews are conducted at the Center if the student is in DC or by phone if he or she is not. People of diverse backgrounds encouraged to apply.

Deadline

Fall: September 22

Qualifications: The Center accepts interns from all majors, undergraduate and graduate students. Interns should have an interest in and be willing to learn about politics in general and money-in-politics issues in particular. Relevant majors include: Government, Political Science, Computer Science, etc. Applicants should have some familiarity with Microsoft Access, though no specific experience is necessary. Experience with spreadsheets and databases is especially valuable.

Position open until filled.

Jobs

Donor Prospect Researcher, Institute of Conflict Analysis and Resolution, George Mason University, Virginia

Project: George Mason's Institute of Conflict Analysis and Resolution is building a "Peace and Conflict Resolution" retreat on 120 acres in Mason Neck, Virginia along the Potomac River. The land was donated to ICAR for this purpose and ICAR is in the process of raising \$25 million to build the facility, endow the operation and scholarship programs. It is an exciting project and we are looking for a highly motivated individual to spearhead our prospect research efforts for this project which will include identifying individual, corporate and foundation donors.

Responsibilities: We are seeking an individual to lead the prospect researching efforts of ICAR's "Point of View" project. The responsibilities of the prospect researcher will be to 1) identify potential individual, corporate and foundation funders for the project; 2) provide a detailed profile of each prospect by using online sources; 3) provide detailed information on foundations, their grant policies and latest priorities; 4) provide detailed information on corporate giving programs, including an analysis as to how they might fit into the POV project and 5) identify potential non profit and government partners with accurate contact information. In addition, the prospect researcher will keep the database of prospects updated, identify appropriate online research tools and provide detailed prospect reports to ICAR staff and volunteers.

Qualifications: Ability to conduct accurate and detailed research, ability to utilize online sites and tools to sift through multiple information sites; ability to keep accurate records, ability to provide professional research reports; and ability to maintain Excel spread sheets and update database. Must have strong attention to detail, be familiar with the conflict resolution field, have excellent "detective" skills and ability to work efficiently with vast amount of information and multiple databases.

Hours; 20 hours per week

Salary: \$12.50 per hour

Position Begins: As soon as possible

Send resume and cover letter to:

Lucy Byrd Dorick
Director of Development
Institute for Conflict Analysis and Resolution
George Mason University
3330 N. Washington Blvd., 5th floor
Arlington, VA 22201
Fax: 703-993-1302

GRA Positions, The Center for World Religions, Diplomacy and Conflict Resolution, George Mason University, Virginia

The Center for World Religions, Diplomacy and Conflict Resolution seeks two GRA's for research beginning August 25, 2006 through May 24, 2007. Students are especially encouraged to apply who have demonstrated experience and/or special interest in the subjects of religion and peacebuilding, religion and conflict, culture and conflict, and in the conceptualization of fundable projects regarding these topics. Experience in proposal research and writing is vital.

Salary for the academic year will be \$9,500. The position is for twenty hours per week during each semester. Specific guidelines and supervision will be provided by Dr. Marc Gopin.

To apply, please submit a letter of interest and resume to:

Marc Gopin, Ph.D.
Director

Center for World Religions, Diplomacy and Conflict Resolution
Institute for Conflict Analysis and Resolution
George Mason University
3330 N. Washington Boulevard, Suite 500
Arlington, VA 22201

CIC Program Coordinator - Korean Speaker, Community and Intergroup Conflicts, California

COMMUNITY AND INTERGROUP CONFLICTS (CIC) PROGRAM COORDINATOR – Bilingual Korean speaker

Program Description: Community and Intergroup Conflicts (CIC) is a program of the Asian Pacific American Dispute Resolution Center (APADRC) that provides mediation, facilitation and conflict resolution services to the diverse communities of Los Angeles County, with a focus on the Asian and Pacific Islander (API) population. APADRC services are available to all Los Angeles County residents.

Job Summary: Under supervision of the CIC Program Director, the CIC Program Coordinator will assist in promoting, maintaining and monitoring various CIC programs. Their primary role will be handling mediation cases. APADRC is an Equal Opportunity Employer. **This specific position requires someone who is bilingual in English & Korean. They must be fluent in Korean and able to handle cases in Korean.**

Primary Responsibilities:

Performing and monitoring case work to assist disputants to reach agreements (50%), including:

- Conducting problem assessments and intakes
- Performing options counseling
- Arranging and conducting mediations
- Providing conciliation services by phone
- Submitting timely reports and forms to Program Director

Working with Program Director to coordinate and develop program (20%) including:

- Asian Pacific Islander Mediation Services
- Day Laborers Mediation Program
- Senior Mediation Program

Volunteer management (20%), including:

- Recruiting potential volunteer mediators for various CIC projects
- Supervising project specific conflict resolution specialists
- Preparing and conducting conflict resolution training for volunteers and interns
- Assisting Program Director with volunteer and intern evaluations

Providing other support and assuming other duties as assigned by the Program Director (10%), including:

- Assisting Program Director with grant compliance and reporting
- Assisting in preparing and conducting community-based conflict resolution training
- Assisting with the development of new and existing CIC projects
- Attend training and meetings as required and/or assigned

Salary and Benefits: The CIC Program Coordinator position is 50% time at 20 hours per week, salary will start at \$13.50/hour or annually at \$14,040/year. Parking stipend included. Specialized training in mediation will be provided.

Additional Qualifications:

- Bilingual in English and Korean
- College degree or currently attending college
- Background knowledge of mediation/conflict resolution is desired but not necessary
- Experience/knowledge of case management
- Good interpersonal skills and a team player
- Ability to see many sides of an issue
- Excellent oral and written communication skills
- Strong organizational and time management skills
- Experience working with diverse populations
- Ability to work independently under general supervision
- Computer skills in word processing and data entry
- Strong attention to detail
- Familiarity with the Asian and Pacific Islander community
- Ability to communicate effectively over the phone
- Legal authorization to work in the United States

How to Apply:

Last day to apply: August 18, 2006

If hired, need to go through paid training in September from 1-6 PM (25 hours).

Send resume, cover letter, and three work references to:

Administrative Director

Email: info@apadrc.org

Fax: (213) 250-8195.

See website www.apadrc.org for information about the Center. APADRC is an Equal Opportunity Employer.

Funded by County of Los Angeles Dispute Resolution Program.

Job posted on: July 24, 2006

Posted August 13, 2006 with September 10 closing date

Executive Director, National Organization for Victim Assistance, Virginia

The National Organization for Victim Assistance (NOVA), the nation's oldest group of its kind, seeks an Executive Director. Founded in 1975 as a private, non-profit, 501(c)(3) organization of victim assistance programs and practitioners, criminal justice agencies and professionals, mental health professionals, former victims and survivors, and others committed to the recognition and implementation of victim rights.

NOVA's headquarters is based in Alexandria, Virginia, with 7 employees. NOVA includes an active volunteer Board of Directors representing various geographic locations and professional disciplines from around the country. NOVA's mission is to promote rights and services for victims of crime and crisis everywhere. We are guided by four purposes:

- National Advocacy
- Direct Services to Victims
- Assistance to Professional Colleagues
- Membership Activities and Services

To continue achieving these goals, the ideal candidate would have the following characteristics:

- a demonstrated commitment to helping crime victims rebuild their lives
- excellent written and oral communication skills
- fund-raising and grant writing abilities
- non-profit organizational experience
- training and public speaking expertise
- an ability to recruit, develop, and retain excellent staff, and work collaboratively with a volunteer board of directors
- strong management and leadership skills
- a creative, entrepreneurial spirit

All resumes should be e-mailed to Beth Rossman, NOVA Selection Committee Chair at bethatnova@aol.com. Please include a cover letter that explains what about crime victim issues interests you and what in your background or career reflects this interest. Resumes should be sent by September 10, 2006. The National Organization for Victim Assistance is an equal opportunity/affirmative action employer and does not discriminate against qualified persons on

the basis of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or veteran status.

Executive Assistant (Canberra)

Branch: Executive

Classification: APS 5

Salary: \$52,744 - \$55,961 (plus superannuation)

Position Number: 4371

Closing Date: 17 August 2006

Reports to: Ombudsman

Contact: Katrina Rajak 02 6276 0140

Selection Documentation: 02 6276 0106 or recruitment@ombudsman.gov.au

Note: This is a non-ongoing position for six months with the possibility of extension.

Job Detail

1. Provide high-level confidential, administrative and secretarial support to the Commonwealth Ombudsman.
2. Manage and maintain diary of appointments, meetings and all travel arrangements, organise and coordinate functions.
3. Draft and coordinate responses to enquiries: prepare briefing notes, correspondence and provide secretariat services for committee meetings.
4. As part of a small team maintain effective liaison with all internal and external clients to ensure the effective operations of the office.

Selection Criteria

1. Demonstrated ability to provide high-level executive support to senior management including secretarial and administrative services.
2. Well developed communication and interpersonal skills including the ability to liaise with a wide range of people encompassing staff at all levels, officers from other agencies, members of the public and the ability to work as a member of a small team.
3. High level organisation and prioritisation skills, a flexible approach to handling day-to-day activities and the ability to work effectively within the executive support team to meet multiple timeframes with minimum supervision.
4. Personal qualities including discretion, good judgement and self-motivation to develop and improve practices and procedures.

http://www.comb.gov.au/commonwealth/publish.nsf/Content/recruitment_vacancies_ea_canberra

Director, Office of Alternative Dispute Resolution, Federal Election Commission

Vacancy Announcement Number: 06-039

Opening Date: Wednesday, August 09, 2006
Closing Date: Wednesday, September 06, 2006

Position: **Director, Office of Alternative Dispute Resolution**
Series & Grade: GS-0301-15/15
Promotion Potential: 15

Salary: 107,521.00 - 139,774.00 USD Annually

Duty Locations: 1 vacancy - Washington, DC Metro Area
Related Job Link: [Federal Election Commission Job Listings](#)

Who May Apply

Public

THIS IS A PERMANENT, FULL-TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-15. U.S. CITIZENSHIP IS REQUIRED.

FIRST CUT-OFF DATE FOR THIS VACANCY ANNOUNCEMENT IS WEDNESDAY, AUGUST 23, 2006. APPLICATIONS RECEIVED IN THE HR OFFICE BY THAT DATE MAY BE FORWARDED FOR CONSIDERATION AND POSSIBLE HIRE. APPLICATIONS MUST BE RECEIVED IN THE HR OFFICE NO LATER THAN THE CLOSING DATE IN ORDER TO RECEIVE CONSIDERATION. POSTMARKS WILL NOT BE CONSIDERED

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

Additional Duty Location Info

The Federal Election Commission is located in downtown Washington, DC at the corner of 10th and E Streets, NW, across the street from the FBI Building and next door to the historic Ford's Theater where Abraham Lincoln was shot. The FEC is a short walk away from the Smithsonian Institution and its many world-famous museums, the Washington Mall, the White House, the MCI Center, and other interesting Washington landmarks and tourist attractions. It is conveniently located close a number Metro subway stations (3 blocks from the Metro Center Station, a central transfer point for the orange, blue, and red lines) and a short walk from the Gallery Place, Federal Triangle (green, yellow and red lines), and the Archives/Navy Memorial metro stops).

Major Duties

The Federal Election Commission (FEC) is seeking an expert in Alternative Dispute Resolution to direct and provide leadership to its Alternate Dispute Resolution (ADR) program.

This opportunity will be of particular interest to motivated and resourceful individuals who want to take a leadership role in expanding the use of Alternative Dispute Resolution in resolving civil enforcement disputes, who enjoy

working in a dynamic organization, and are committed to a collaborative change process, and who have the energy, vision and diplomatic skills to orchestrate positive change in a program which could have significant national impact.

The FEC performs the unique role of administering and enforcing the Federal Election Campaign Act of 1971, as amended (FECA). Within the FEC, the Office of the General Counsel (OGC) supports this critical mission by directing most of the Commission's enforcement activities, interpreting the FECA, and advising the Commission on legal matters brought before it. The ADR program seeks to provide an alternative approach to resolving enforcement matters. Its mission is to augment the Commission's existing civil enforcement program through the use of alternative dispute resolution processes in appropriate cases thereby leading to more effective resolution of disputes involving the government and the regulated community. The program is designed to promote compliance with the federal campaign finance law and Commission regulations and to reduce the cost and length of time of processing complaints by encouraging settlements outside the agency's normal enforcement track.

. The incumbent exercises responsibility in promoting and monitoring the Commission's use of ADR with respect to enforcement matters, and will be accountable for initiating, providing direction for, and carrying out broad and complex policy planning and review, and developing long-range goals and objectives of the program. The incumbent reports directly to the Staff Director of the Commission. He or she will assist the Staff Director in making greater use of ADR and in designing and executing related training, record keeping, program evaluation, and reporting functions.

Qualifications Required

To qualify, an applicant must have strong organizational, managerial and leadership skills, and be able to exercise sophisticated judgment. Candidates must have one year of specialized experience equivalent to the GS-14 grade level in the Federal service which clearly demonstrates that they possess the knowledge, skills and abilities required to successfully perform the duties of the position. Excellent oral skills and ability to write clearly, concisely and persuasively are essential. Demonstrated experience in program management is required. Experience with the use of ADR to resolve civil enforcement matters while not essential is desirable. Specialized experience: is experience which is directly related to the line of work of the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

What You Need To Bring to This Job

SELECTIVE FACTOR: In addition to the qualifying experience cited above, to be considered qualified for the position, the applicant must specifically address:

1. Skill in resolving conflicts using non-adversarial techniques, such as collaborative consensus building, mediation, conciliation, facilitation and mediation

How You Will Be Evaluated

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): The following factors (Knowledge, Skills and Abilities, i.e., KSAs) are needed for you to be successful in the job. They will be used to determine the best-qualified candidates. Applicants should address these factors in their resume, cover letter, or attached narrative and clearly describe how their experience, education and training relate to them. Please be precise and specific. Provide concise examples showing level of accomplishment and degree of responsibility. Failure to address these KSAs may have an impact upon your ranking.

1. Skill in serving as an impetus and motivator for the promotion of the ADR in resolving disputes. Provide examples.

2. Ability to communicate effectively orally and in writing to high level officials in the government and in the private sector, including public speaking experience. Provide examples.
3. Broad knowledge of the use of alternative dispute resolution programs in Federal, State or local governments or private sector.
4. Skill in developing and implementing strategic plans to facilitate change within complex organizations. Provide examples.
5. Ability to supervise and direct a staff and program and work well in a team-oriented and diverse environment.

EVALUATION METHOD: Applicants are evaluated in a two-step process. On the basis of written materials submitted in accordance with the vacancy announcement, step one weighs the candidate's specialized experience, training, education, and work performance against the duties of the position and the factors (KSAs) listed above. The highest rated candidates will be interviewed during a second phase of applicant evaluation. Successful candidates from step two will be forwarded to the selecting official. Applicants, who have held a permanent position as an Alternative Dispute Resolution Specialist or Manager position in the federal government at a GS-15 or higher grade level, or its equivalent, shall be referred directly to the selecting official as an exception to merit promotion procedures. The selecting official may interview or request his or her staff to interview any such applicant at his or her discretion.

Final ranking is based on an evaluation of experience, education and training as they relate to the knowledge, skills and abilities in accordance with FEC Personnel Instructions 300.1, Appointments & Promotions (Non-Unit Positions).

How To Apply

Applicants may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of their choice, as long as it contains the necessary information (summarized below) that will give in-depth information on the applicant's background. Applicant must specify:

- Vacancy announcement number;
- Title and grade(s) of the job for which applicant is applying;
- Social security number;
- Educational information;
- Information about all work experience related to this job, including
- job titles, duties and accomplishments;
- employer's name and phone number;
- starting and ending dates (month and year);
- Previous Federal civilian experience:
- indicate highest grade held, the job series, and dates held;
- candidates with Federal service must also submit a Notification of Personnel Action (SF-50), showing highest grade and tenure.
- copy of most current performance appraisal.

The brochure *Applying for a Federal Job* provides information on the Federal job application process. It is available by calling the number listed below. Applicants whose resumes or applications do not provide all the information requested in the vacancy announcement may lose consideration for this job.

A resume and cover letter are sufficient to apply. Applicants are responsible for addressing the knowledge, skills and abilities section listed above in their resume, cover letter, or supplemental narrative.

All applications/resumes must be submitted to the Human Resources Office by the closing date to receive consideration.

Since the anthrax attacks of October 2001, mail sent to federal agencies has been re-routed outside the Washington, D.C. area to be irradiated and inspected for biochemical substances. Since this may result in a delivery delay of your application package, it is recommended that applicants use e-mail, priority mail, or federal express to send applications. The e-mail address for this announcement is fecjobs@fec.gov. The subject line must contain the announcement number, (i.e., announcement 06-039) and the applicant's name. Applications may also be hand delivered. A drop off box is available in the agency's lobby.

Please forward all information to the:
Federal Election Commission
999 E Street, NW
Washington, DC 20463
Attn: Human Resources, Room 500
Announcement Number 06-039

Other Information

The position is a permanent full-time position. Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may be required. The incumbent will be entitled to life and health insurance, annual (vacation) and sick leave, and retirement benefits. The incumbent may be eligible for a transit subsidy up to \$105 per month. Highest previous rate will apply to Federal employees when setting initial salary, as well as standard pay-setting requirements for promotions. The position is at the full performance level of GS-15. Salary range for GS-15 is \$107,521 to \$139,774.

Selectee will be required to complete Form I-9 per the Immigration and Control Act. Relocation expenses will not be paid by the FEC.

This position is in the excepted service. It is excluded from provisions of the career transition assistance program.

Government facilities are required to provide a smoke free environment for their employees. Smoking will be permitted only in designated areas.

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form such as the OF-612.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Employees who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

Applicants will be notified of the outcome of this announcement only if selected.

Travel expenses for the interview and, if selected, relocation expenses are not authorized.

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under authority of sections 1104, 1302, 3301, 3304, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

A background security investigation will be required for all new hires. Appointment will be subject to the applicants successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Reasonable Accommodation Statement

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

EEO Statements

The Federal Government is an Equal Opportunity Employer.

It is the policy of the Government of the United States to provide equal opportunity in Federal employment for all persons and to prohibit discrimination in employment because of race, color, religion, sex, national origin, handicap, age, or sexual orientation through a continuing affirmative program in each executive department and agency.

Send Mail to:
Federal Election Commission
999 E Street, NW, HR Office, Room 500, Attn:
Announcement 06-039
Washington, DC 20463
Fax: 202-219-3588

For questions about this job:
Scotty McBride or Sonja Tomlinson
Phone: 202-694-1080
Fax: 202-219-3588
Email: www.fec.gov

USAJOBS Control Number: 716827

Posted August 15, 2006 with no closing date but October 6 start date.

DIRECTOR, BROOKLYN MEDIATION CENTER, SAFE HORIZON, New York

The Safe Horizon Mediation Program is one of the largest community and court-annexed dispute resolution initiatives in the country. Serving more than 10,000 clients each year, the program provides mediation, training, facilitation, and other conflict management services throughout Manhattan and Brooklyn. The Program works in partnership with the criminal justice system, schools, city agencies, affordable housing initiatives and shelters, and community-based organizations.

The Director of the Brooklyn Mediation Center is responsible for the supervision and management of operations at the Center, including day to day oversight of staff, mediators, clients, program development, community outreach, fund-raising, integration initiatives with other Safe Horizon programs and interaction with judicial system and community programs.

The Mediation Program is part of Safe Horizon, a leading non-profit organization dedicated to preventing violence and providing support to victims of crime and abuse citywide.

Start Date: October 2006

Reports to: Senior Director, Safe Horizon Mediation Program

Salary Range: Upper 40s-Low 50s, commensurate with experience

Essential Job Functions:

- Provides ongoing management, supervision and development of Brooklyn Mediation staff.
- Develops organizational policies to ensure highest quality of service.
- Oversees a range of court based mediation programs in the Civil, Housing and Supreme Court.
- Oversees community based mediation services.
- Manages partnerships with community agencies to which services are provided and from which referrals are made.
- Works closely with CDRC, an arm of the Criminal Court, to ensure the maximization of referrals to mediation and to develop strong relationships with local law enforcement agencies.
- Oversees City and State mediation contracts in collaboration with the Senior Director.
- Routinely provides Mediation statistical information to City and State funders.
- Works with the Senior Director to identify sources for funding and write proposal and budgets for submission to governmental agencies and charitable foundations.
- Manages and implements a range of contracts with partners, including city agencies and community and not for profit groups.
- Oversee the delivery of training services.
- Oversees a community outreach strategy throughout the borough in order to raise awareness of the program's services.
- Develops community outreach tools, such as police referral pads, PowerPoint presentations, flyers, brochures, and pamphlets relating to mediation.
- Assists in the development of a database for the purpose of maintaining ongoing communications with organizations and groups where outreach was conducted.
- Develops, manages, and provides ongoing support to a team of volunteers.
- Develops mediation system within other community programs, including domestic violence shelters, community groups, legal services agencies, housing providers and public schools and community justice centers.
- Promotes the integration of mediation within other Safe Horizon programs.
- Represents the Safe Horizon Mediation Program at conferences, events, on boards and on committees at the local, regional and national level.

Total staff:

Directly supervises a Senior Case Manager, Case Manager, Intake Interviewer, Outreach Coordinator, Special Education Coordinator and Courts Coordinator, and oversees a cadre of more than 100 volunteer mediators.

Required skills:

Must possess outstanding verbal and written communication skills. Must have excellent listening skills. Critical thinking and analytical skills are essential. The ability to produce and analyze mediation data and translate the results to funders is critical. Must have solid supervisory and management skills.

Qualifications:

The following qualifications are required:

- Bachelor's degree in Conflict Resolution or in a related field.

- A 40-hour mediation Certification and at least two years of mediation experience.
- Experience conducting conflict resolution training.
- Public presentation experience.
- Five years of relevant prior professional experience, at least two of which includes management and supervisory responsibility.
- Experience developing and maintaining sustainable partnerships with government, social services and community agencies.

To apply:

Please e-mail a resume and cover letter explaining your interest and qualifications to bheckman@safehorizon.org. No phone calls or faxes, please.

Director, Diversity and Inclusion and Ombudsperson, Massachusetts

Position: Director of Diversity and Inclusion and Ombudsperson

Institution: Mount Holyoke College

Location: Massachusetts

Date posted: 7/21/2006

Director of Diversity and Inclusion and Ombudsperson

Mount Holyoke College, one of the nation's premier liberal arts colleges for women, is seeking applications for the combined position of Director of Diversity and Ombudsperson.

The Director of Diversity oversees and coordinates institutional efforts to build and maintain a campus environment that is inclusive, pluralistic, and free of discrimination. The Director works with students, staff and faculty to develop plans and implement goals to help build a more diverse community and enhance the value of that community for each of its members. Working with others, the Director helps to plan and implement programs and workshops that promote the understanding of social justice and the impact of power and privilege on the individual, the group and the community at large.

The function of the Ombudsperson is to assure fundamental fairness to every member of the Mount Holyoke College community. Working within the institution to seek equitable resolution to conflict, the Ombudsperson offers impartial and confidential consultation, assists with problem solving, and provides mediation when appropriate. The Ombudsperson also seeks to assure equity through the investigation of claims of unfair or bias treatment that may result in recommendations for change.

Qualified applicants will have a Bachelor's degree and related work experience, an advanced degree preferred. The individual in this role must be able to relate effectively to a wide variety of people; have work experience in a diverse community; have demonstrated skills in alternative dispute resolution and have the ability to design and conduct training programs. Prior work experience on a college campus preferred. This is a full-time, full-year position reporting directly to the President of the College.

The College is committed to educating a diverse community of women at the highest level of academic excellence and to fostering the alliance of liberal arts education with purposeful engagement with the world. Mount Holyoke employs approximately 1000 with 2,100 students from all 50 United States and more than 80 countries. Mount Holyoke College is a member of the Five College consortium, along with Amherst, Hampshire, and Smith Colleges and the University of Massachusetts at Amherst.

Please submit letter of application, resume, and the names and contact information for three professional references to <https://jobsearch.mtholyoke.edu>.

Mount Holyoke College is an equal opportunity, affirmative action employer committed to fostering diversity in its faculty, staff and student body. Women and people of color are encouraged to apply.

Contact Information:

Web Site : <https://jobsearch.mtholyoke.edu>

Mount Holyoke College

General Counsel, Community College of Southern Nevada, Nevada

Position: General Counsel

Institution: Community College of Southern Nevada

Location: Nevada

Date posted: 7/31/2006

COMMUNITY COLLEGE OF SOUTHERN NEVADA

GENERAL COUNSEL Closes: Thursday, August 31, 2006

Community College of Southern Nevada is a multi-campus college with an enrollment of more than 35,000 students. In terms of student enrollment, CCSN is thus one of the largest four community colleges in the United States. A part of the Nevada System of Higher Education (NSHE), CCSN serves the diverse and multifaceted community of Las Vegas and Southern Nevada. For more information concerning CCSN, please visit www.ccsn.edu. For additional information regarding NSHE, please visit www.nevada.edu.

Role and Responsibilities of General Counsel:

The General Counsel serves as the principal legal counsel to the Community College of Southern Nevada. The General Counsel's Office is housed on the CCSN West Charleston campus, together with other senior level college officials, and serves as the principal legal counsel to CCSN. The position exercises primary responsibility for planning, organizing, and guiding the college's legal activities. The General Counsel is a member of the President's Executive Cabinet.

Essential Duties and Responsibilities:

- Provide legal advice and counsel to the President, as well as senior academic and administrative officers of the College, pertaining to the legal rights and obligations of the College, including but not limited to issues involving student discipline, tenure, personnel actions, civil rights, contractual agreements, public-private economic development partnerships, intellectual property rights, environmental obligations, and law enforcement.
- Conduct legal research, prepare and render legal opinions.
- Prepare, review, and revise contracts, deeds, leases, and governing board resolutions.
- Litigate, on behalf of the College, in federal and state judicial proceedings, and represents the College in quasi-judicial and administrative proceedings.
- Provide advice and counsel as to institutional policies and procedures.
- Provide oversight to formal disciplinary procedures involving students and faculty.
- Work cooperatively with other designated College officials in conducting investigations.
- Serve as liaison to the NSHE Office of Chief Counsel.
- Supervise Office of General Counsel Staff.
- Manage Office of General Counsel budget.
- Plan, participate in, and promote preventative law efforts and legal compliance.

Other Duties and Responsibilities:

- Perform other administrative duties assigned by the President.

Required Qualifications: The successful candidate must have earned bachelor's and law degrees from accredited institutions. He or she must also 1) be currently licensed to practice law in the State of Nevada, 2) be licensed to practice law in another state or the District of Columbia, with the ability and commitment to become fully licensed in Nevada within one year of commencing CCSN employment, or 3) be duly authorized by at least one federal district court to practice law before it, as a United States Attorney or executive director of a regional federal defenders program, with the ability and commitment to become fully licensed in Nevada within one year of commencing CCSN employment.

Additional minimum qualifications include:

- Personal and professional integrity.
- Adherence to rules of professional responsibility.
- Progressive supervisory level experience.
- At least seven years of professional legal experience.
- Intellectual aptitude to logically analyze facts and circumstances to identify relevant legal issues, assess legal and practical risks, and effectively communicate to decision-makers potential courses of action and the costs and benefits of each.
- Excellent relationship-building and communication skills, including but not limited to, the ability to communicate in writing, through legal briefs and otherwise, in a professional and persuasive manner.
- Demonstrated ability to interact constructively with all levels of management and staff.
- Demonstrated ability to function as an advocate, representative, counselor, facilitator of amicable dispute resolution, and investigator, and appreciation for which function is and is not appropriate for the variety of circumstances occurring in higher education or similar contexts.

- Ability to complete multiple projects in a timely manner.
- United States citizenship or authorization to work in the United States.

Preferred Qualifications:

- Experience in providing legal advice to, or working in the administration of, institution(s) of higher education, higher education association or organization, or higher education athletic association is highly desired. – Experience in providing legal advice to governmental/public agencies or officials.
- Knowledge of statutes, regulations, and judicial decisions impacting public or private education. - Experience with one or more subject areas of employment law, administrative law, litigation, contracts, regulatory law and/or transactional law.
- Demonstrated record of being able to work in, or with, diverse communities.

APPLY ONLINE TO: <https://jobs.ccsn.edu>

Community College of Southern Nevada recognizes that embracing diversity maximizes faculty and staff contribution to our goals and provides the best opportunity for student achievement. CCSN is an equal opportunity/affirmative action employer. CCSN is responsive to serving the educational needs of a diverse and ever-changing community.

Contact Information:

Web Site : <https://jobs.ccsn.edu>
Community College of Southern Nevada

Executive Director, The Mediation Center, Nebraska

Position: Executive Director

Institution: The Mediation Center

Location: Nebraska

Date posted: 8/16/2006

EXECUTIVE DIRECTOR

The Mediation Center

Dynamic professional needed to lead a regional non-profit mediation organization. The Mediation Center's mission is to provide strategies for collaborative conflict resolution and consensus building.

Experienced executive will conduct strategic planning, oversee program development and fund-raising efforts, foster creative and dynamic service delivery, coordinate inter-agency alliances,

ensure compliance with State regulations and grantor requirements, and expand the Center's reach. Salary negotiable and commensurate with experience and proven abilities.

Send letter of application, addressing qualifications for the position, especially your demonstrated capabilities for business development and fund raising to: Search Committee, The Mediation Center, 610 J Street, Suite 100, Lincoln, Nebraska 68508 or info@TheMediationCenter.org. Address questions to sdrew2@unl.edu.

Contact Information:

E-mail : sdrew@unl.edu

Associate Vice-President for Human Resources, Eastern Connecticut State University, Connecticut

Position: Associate Vice-President for Human Resources

Institution: Eastern Connecticut State University

Location: Connecticut

Date posted: 7/31/2006

EASTERN CONNECTICUT STATE UNIVERSITY

Eastern Connecticut State University, Connecticut's public liberal arts university invites applications for the following executive level position.

ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES

Under the supervision of the Executive Vice-President, the Associate Vice- President is responsible for supervision of the Office of Human Resources and matters concerning HR functions and labor relations.

Duties include, but are not limited to interpretation of and implementation of contractual agreements and any regulations or laws affecting personnel and labor relations; grievance and complaint resolution; a management representative for contract negotiations; consultation and advisement for faculty and staff on matters such as fringe benefits, retirement, etc.; assume responsibility for affirmative action efforts and adherence to procedures in the recruitment, hiring, and promotion of staff for the Office of Human Resources; coordination of institutional efforts relating to legal matters and other issues involving conflict resolution with faculty, staff and students; carries out special projects as assigned by the Executive Vice-President; serves on the President's Staff and University governance bodies as appropriate.

QUALIFICATIONS

Broad based and progressively responsible managerial experience in an academic, human resources or labor relations environment. Evidence of ability to be successful in managing a human resources office in an academic environment. A Master's in Business Administration,

public policy or public administration, law degree or equivalent is required along with at least seven years progressively responsible administration experience. An earned doctorate is preferred.

Nominations and applications should be addressed to Chair, Search Committee for the Associate Vice President for Human Resources, c/o Patricia Strickland, Gelsi & Young Hall, Eastern Connecticut State University, 83 Windham Street, Willimantic, CT 06226-2295.

Eastern is an AA/EEO employer. Women, members of protected classes and people with disabilities are encouraged to apply.

<http://www.easternct.edu/jobs>

Contact Information:

Chair, Search Committee for the Associate Vice President for Human Resources
c/o Patricia Strickland, Gelsi & Young Hall
Eastern Connecticut State University
83 Windham Street
Willimantic, CT 06226-2295

Professor, International Relations, Johns Hopkins University School of Advanced International Studies, Washington D.C.

Position: Professor, International Relations

Institution: Johns Hopkins University School of Advanced International Studies (DC)

Location: D.C.

Date posted: 7/30/2006

**PROFESSOR
INTERNATIONAL RELATIONS**

The Paul H. Nitze School of Advanced International Studies (SAIS) of the Johns Hopkins University is seeking to fill a faculty position at the level of associate or full professor in international relations. The ideal candidate will have a record of outstanding scholarship and excellence in teaching, and a Ph.D. in political science or international relations or a J.D. in law. We are particularly interested in scholars with a focus in the area of conflict management, including negotiation, international organization, conflict resolution, or peace studies but are receptive to applications in all areas of international relations. The successful candidate will direct the conflict management program within International Relations at SAIS. The individual will either be hired with tenure or with a renewable term appointment with the possibility of tenure in the future.

Applicants should submit their curriculum vitae to **Dr. John M. Harrington, Jr., Associate Dean for Academic Affairs, Paul H. Nitze School of Advanced International Studies, 1740 Massachusetts Ave. NW, Washington, DC 20036**. The application deadline is September 30,

2006. Johns Hopkins University is an equal opportunity employer and applications from women and candidates of color are encouraged.

Contact Information:

John Harrington, Jr.
Associate Dean for Academic Affairs
Johns Hopkins University
Paul H. Nitze School of Advanced International Studies
1740 Massachusetts Ave. NW
Washington, DC 20036

Associate Vice President for Human Resources, Wesleyan University, Connecticut

Position: Associate Vice President for Human Resources

Institution: Wesleyan University

Location: Connecticut

Date posted: 8/14/2006

Reporting to the Vice President, Finance and Administration, the AVP provides strategic and operational leadership and day-to-day oversight for human resources, benefits and payroll. Provides strategic direction to align human resources, benefits and payroll programs in support of the University's strategic initiatives and mission to assure Wesleyan University maintains its reputation as a desirable place to work.

Responsibilities:

- Provide leadership and guidance to develop collaborative strategies that leverage workforce diversity and contribute to creative problem-solving and innovation.
- Advise and consult with Senior Staff regarding Human Resources related issues.
- Provides strategic direction and participates in employee and labor relations; oversee the negotiation and implementation of collective bargaining contracts
- Develop, implement and administer HR policies, procedures and programs to support the goals of the University.
- Identify, develop and foster human resources best practices.
- Coordinate the design, development and implementation of recruitment, retention and performance evaluation programs.
- Facilitate and coordinate with the Affirmative Action office to promote campus diversity.
- Direct an on-going program of communicating and responding to individual employees designed to ensure a harmonious work place.
- Cultivate and develop constructive and collaborative working relationships. Demonstrate a highly visible, approachable customer service focused style.
- Ensure compliance with federal and state laws and regulations.
- Recommend compensation strategies and maintains market comparison data; align incentive

plans with strategic objectives.

- Oversee the design and delivery of benefits to assure competitive and faculty/employee responsive benefit programs.
- Oversee the payroll function to assure prompt processing and resolution of issues.
- Provide organizational development design and training to managers and staff.
- Direct and oversee the day-to-day operations of HR, benefits and payroll. Coordinate functions to achieve efficiencies.
- Prepare reports and metrics to provide information to senior staff and support change.
- Increase the positive visibility of the HR, benefits, payroll and affirmative action functions and staff.
- Enhance and support the use of technology.
- Manage operational budget

Minimum Qualifications

BA/BS degree in Human Resources or related field. Ten years of increasingly responsible experience in Human Resources management.

Demonstrated leadership and change management skills. Proven record of managerial success with ability to manage at all levels of an organization. Excellent interpersonal and communication skills including the ability to communicate effectively with diverse constituencies and the sensitivity and diplomacy required to balance competing campus interests. Demonstrated strong conflict resolution and flexible problem solving approach to leadership and supervisory skills for managing and motivating staff. Knowledge of collective bargaining practices and use of integrated information technologies.

Preferred Qualifications

Master's degree. Experience in higher education and/or the non-profit sector. Commitment to a liberal arts education. Prior collective bargaining experience. Demonstrated success in the use of information technologies. SPHR.

Wesleyan University is an equal opportunity, affirmative action employer M/W/D/V and welcomes applications from candidates who support diversity.

Contact Information:

Web Site : <http://careers.wesleyan.edu/applicants/Central?quickFind=50478>

Teresa Johnston
Human Resources
Wesleyan University
CT

Professor of Security Studies, Georgetown University, Washington D.C.

Position: Professor of Security Studies, 2 Positions, Open Rank

Institution: Georgetown University

Location: D.C.

Date posted: 6/16/2006

Professor of Security Studies - Two Positions, Open Rank

The Edmund A. Walsh School of Foreign Service and the Center for Peace and Security Studies at Georgetown University invite applications for two positions, tenured or tenure-track and open as to rank, in the field of security studies. Applicants should have a distinguished record of scholarship or show considerable promise in matters related to military operations, causes of war, substate violence, technology and security, or other issues at the core of the security studies field. The professor will teach primarily in the Master of Arts in Security Studies Program (see <http://cpass.georgetown.edu> for more information). A joint appointment with a relevant disciplinary department (e.g., Government) is a possibility. Candidates should send a letter of interest and a curriculum vitae to the following address:

Security Studies Search Committee
c/o Dr. Peter Dunkley, Associate Dean for Faculty Affairs
Edmund A. Walsh School of Foreign Service
P.O. Box 571035
Georgetown University
Washington, DC 20057-1035

Applicants for a position at the junior level should send at least three letters of reference. For those applying for a senior position, a list of three or more references is sufficient.

Review of applications will begin on September 1 and will continue until the position is filled. Georgetown University is an Affirmative Action, Equal Opportunity Employer. Women and minorities are especially encouraged to apply.

Contact Information:

Web Site : <http://cpass.georgetown.edu>
Security Studies Search Committee
Georgetown University
c/o Dr. Peter Dunkley, Associate Dean for Faculty Affairs
P.O. Box 571035
Washington, DC 20057

Assistant Professor of Political Theory/Gender Studies, University of Utah, Utah

Position: Assistant Professor of Political Theory/Gender Studies

Institution: University of Utah

Location: Utah

Date posted: 8/7/2006

Political Science/Gender Studies: Position in Political Theory/Gender Studies. The Department of Political Science and the Gender Studies Program of the University of Utah invite applications for a tenure-track assistant professorship in political theory and gender studies. Starting date is August, 2007. A Ph.D. and a strong commitment to research and teaching are required. The position is a joint appointment, with teaching responsibilities equally divided between Political Science and Gender Studies. Applicants should have demonstrated expertise in political theory and gender theory. The successful candidate will teach and advise graduate students, offer undergraduate courses in his/her area of specialization or political theory more generally, and teach courses in the Gender Studies core curriculum, with the opportunity to create cross-listed electives. Salary is competitive, commensurate with qualifications and experience. The University of Utah is an Equal Opportunity, Affirmative Action employer, encourages applications from women and minorities, and provides reasonable accommodation to the known disabilities of applicants and employees. Send letter of application, curriculum vitae, at least three letters of recommendation, samples of written work, teaching evaluations, and other supporting documentation by September 15, 2006, to: Ron Hrebenar, Chair of Political Science, and Kathryn Stockton, Director of Gender Studies, Co-chairs of joint search committee, University of Utah, Department of Political Science, 260 S. Central Campus Drive, Room 252, Salt Lake City, Utah, 84112.

Contact Information:

E-mail : ron.hrebenar@poli-sci.utah.edu

Phone : () (801) 581-7032

Fax : () (801) 585-6492

Chandran Kukathas

Chair, Political Theory Search Committee

Political Science

University of Utah

260 S. Central Campus Dr., Rm. 252

Salt Lake City, UT 84112

USA

Women's Studies, Randolph-Macon College, Virginia

Position: Women's Studies

Institution: Randolph-Macon College

Location: Virginia

Date posted: 7/31/2006

Women's Studies: Randolph-Macon seeks candidates for a tenure-track appointment in Women's Studies beginning September 2007. Graduate training in Women's/Gender studies plus anthropology, sociology, or cultural studies is required; Ph.D. preferred, ABD considered. Teaching experience is required, as well as a commitment to working in an undergraduate, liberal arts environment and participating in interdisciplinary programs. The successful candidate must have an interest in feminist theory as well as women and development and/or globalization; specialization in South/Southeast Asia, Africa/African Diaspora, or Latin America is preferred, but other areas will be considered. The College offers a major and minor in Women's Studies. Duties will include introductory courses and senior research in Women's Studies plus additional courses in the candidate's areas of expertise. Send a letter of application, curriculum vitae, and three letters of reference to Professors Beth Gill and Laura Holliday, Co-Chairs, Women Studies Search, Randolph-Macon College, P.O. Box 5005, Ashland, Virginia 23005-5505. Review of applications will begin on September 15 and continue until the position is filled. Racial and ethnic minorities are strongly encouraged to apply. EOE.

Contact Information:

Beth Gill and Laura Holliday
Co-Chairs, Women Studies Search
Randolph-Macon College
P.O. Box 5005
Ashland, VA 23005-5505

*Director of International Programs, Population Reference Bureau,
Washington D.C.*

Position: Director of International Programs, Senior Management Position

Institution: Population Reference Bureau

Location: D.C.

Date posted: 7/26/2006

Director of International Programs

Senior Management Position The Population Reference Bureau seeks an experienced professional to provide strategic leadership for its International Programs department and serve on its senior management team. We look to the Director to provide scientific leadership and managerial guidance to a staff of 21 talented people who are responsible for fulfilling project commitments of more than \$5.5 million annually in the areas of PRB's core themes: fertility and reproductive health, global health, population and environment, gender, aging, immigration and urbanization, poverty and inequality, and children and families. A competitive candidate will have a relevant graduate degree; 7+ years' experience demonstrating leadership and management skills; experience working with international agencies and institutions in developing countries; providing successful resource development efforts in the international arena; and demonstrating

strong budgeting and fiscal management, writing, and editing skills. Fluency in English is essential and proficiency in another language is an advantage. The position is located in Washington, DC, but may include travel overseas up to 20%. Excellent compensation program. Please send your résumé with cover letter and salary requirements to **HR Specialist, Population Reference Bureau, 1875 Connecticut Avenue, NW, Washington, DC 20009**; or fax to 202-328-3937. See <http://www.prb.org> for more information. Applications materials must be submitted by September 8, 2006, but screening will begin as applications are received.

The Population Reference Bureau is an equal opportunity employer.

Contact Information:

E-mail : cwalker@prb.org

Fax : () 202.328.3937

HR

Population Reference Bureau
1875 Connecticut Avenue, NW
Washington, DC 20009

Mediation Court Coordinator, North Shore Community Mediation, Inc., Massachusetts

MEDIATION COURT COORDINATOR
Reports to the NSCM Executive Director

North Shore Community Mediation, Inc. (NSCM), a non-profit community mediation program serving the communities and courts of the North Shore, is seeking a part time Court Coordinator to coordinate its voluntary mediation services in the Salem and Peabody District Courts and the Essex County Juvenile Court.

Position Responsibilities:

Coordinate on-site small claims mediation at the Salem and Peabody District Courts on Tuesday and Friday respectively from approximately 8:30am to 1pm. Interface with court personnel on a regular basis.

Schedule mediators, apprentices and observers three months in advanced for both courts.

Maintain required records of all mediations referred and the results of the mediation; assist in report preparation of all other cases referred to NSCM by the Court.

Coordinate case referrals from the Essex County Juvenile Court in Salem and Lynn. Meet regularly with Court staff, including Probation Departments and Clerk Magistrates. Schedule intakes and mediations with referring court officials. Keep required records of all juvenile cases.

Monitor NSCM mediators' performance, collaborate with the Training Team to develop and present in-service training modules for court mediators at least twice a year.

Recommend group and individual performance skill building programs to the NSCM Training Team and Board of Directors.

Additional Qualifications:

Ideally, qualified applicants would have successfully completed a basic mediation training, which complies with the Supreme Judicial Court Uniform Rules on Dispute Resolution, and have completed an additional observation and mentoring program in a court setting. If not already trained, applicants must be willing to complete a basic mediation training.

Good interpersonal, verbal, and written skills.

Interest and enthusiasm for the field of mediation is a must.

How to Apply:

Interested applicants should send (email preferred) a resume to:

Cynthia McClorey, Executive Director

North Shore Mediation Program

100 Cummings Center - Suite 307J

Beverly, Mass. 01915

Tel: 978-232-1212

E-Mail: nscm@verizon.net

<http://www.nsmediation.org>

Job posted on: July 25, 2006

Assistant Conflict & Mediation Coordinator (Assistant Dean of Discipline), The Urban Assembly School for Law and Justice, New York

About The Urban Assembly School for Law and Justice

SLJ is a public college-preparatory school that opened in 2004 with a focus on issues of law and justice. As part of a challenging and exciting four-year sequence, students learn about and experiment with law in their own school, law in their city, state and country, and law around the world and throughout history. The school is comprised of 200 students, most of whom are low-income students of color. SLJ is providing these historically underserved students with the high quality, rigorous education they deserve, so that when – not if – they move on to college, our students will soar.

Assistant Mediation and Conflict Coordinator (Assistant Dean of Discipline)
Position

The Urban Assembly School for Law and Justice (SLJ) is seeking a Mediation and Conflict Coordinator who will work with a team of exceptional educators to grow a small law-themed school that opened in September 2004 to national recognition. SLJ features shared leadership, small classes, personalized relationships through our Advisory program, and internships for all students.

Job Description

The Assistant Mediation and Conflict Coordinator will work on a team of three to implement the school's highly successful, intricate system of discipline which functions in the context of our rigorous yet nurturing learning community. Check out our website (<http://www.sljhs.org>) to read about our ever-adapting discipline system (Click on "About us," then "School Policies."), and learn why the New York Times, Bill Gates, The Today Show, and <http://www.insideschools.org> are all raving about SLJ!

Additional Qualifications:

- Experience working with teens and their parents
- Experience as a disciplinarian and ability to think creatively about relevant and constructive disciplinary measures
- Ability to manage large groups – responsibilities include hall patrol and lunch duty
- Strong ability to hold students accountable to rules and high expectations
- Strong organizational skills
- Computer literacy

Applicants must be available to work evenings and occasional Saturdays

How to Apply:

Please send resume and cover letter as PDFs or Word documents to:

sljrecruitment@gmail.com

Please write "Assistant Conflict & Mediation Coordinator" in the subject line.

Job posted on: August 14, 2006

Salary: \$26-30K

Last day to apply: September 27, 2006

Posted by: [Urban Assembly School for Law and Justice](#)

Brooklyn, New York, 11201, United States

School Leadership Specialist, Community Mediation Services, New York

Full time

Salary: low 30's

Education:

Bachelor (BA, BS, etc.)

Languages: English, Spanish

Last day to apply: August 20, 2006

Posted by: [Community Mediation Services, Inc.](#)

Area of Focus: Children and Youth, Education, Multi-Service Community Agency

Location: Jamaica, New York, 11432, United States

Queens, NY based multi-service organization seeks a qualified individual to serve as a School Leadership Specialist in a school based program.

Provide individual case management to at-risk students:

- Identify students meeting AIDP criteria as set forth by United Way and the Department of Education
- Conduct intake/registration with referred youth and parent/guardian
- Enter required data into the CAPS student registration database
- Develop service plans including short and long term goals and report on the progress of each.
- Schedule & facilitate individual sessions
- Facilitate group sessions
- Monitor clients progress w/in home, school and program environment
- Communicate regularly with program participants and parents through phone contact, family sessions and written correspondence.
- Refer clients to outside services as needed
- Maintain accurate and up to date case records
- Completion and timely submission of documentation, statistics and correspondence as it relates to the program.

Promote Effective Conflict Resolution Strategies:

- Develop and maintain a safe and respectful environment for participants, volunteers and interns.
- Incorporate conflict resolution curricula into the individual and group counseling sessions
- Implement crisis intervention approaches into the school
- Model professionalism and the founding principles of CMS.
- Meet with School-based Director for supervision.

Participate as a member of the CMS team:

- Enhance awareness of the program by participating in networking and school-wide activities
- Share knowledge of existing resources for the creation of an agency resource data base
- Participate in unit initiatives

Additional Qualifications:

*Bi-languag English/Spanish a MUST

How to Apply:

Please email cover letter and resume indicating desired position to mwitter@adr-cms.org

Job posted on: June 26, 2006

Human Relations Specialist - Dispute Resolution Program, California

Under the supervision of the Program Director, provides community and court-based conflict resolution services and educational workshops at a variety of locations throughout the county. Responsibilities include:

- Casework as a community and court mediator.
- Identifying, developing and conducting educational workshops on topics in which disputes and conflicts arise (landlord/tenant, police/community, employment, etc.).
- Developing and maintaining partnerships with local stakeholders (law-enforcement, community- based organizations, citizen groups, schools, businesses,

etc.).

- Community outreach.
- Recruiting, utilizing and retaining community volunteers.

Additional Qualifications:

Minimum Qualifications: A Juris Doctor's degree and one-year experience (two years preferred) or substantial combined experience/education that demonstrates possession of the knowledge and abilities listed below:

- Basic 25-Hour Mediation Certification and a working knowledge of Alternative Dispute Resolution practices.
- Admission to the State Bar of California and active membership with some post-bar legal experience.
- Community and/or court mediation experience highly desirable.
- Workshop development and facilitation skills.
- Strong community relations and collaboration skills.
- Bilingual (English/Spanish) skills a plus.

Ability to:

- Work with diverse groups and individuals to promote cooperative and amicable resolution of conflicts.
- Deal tactfully and respectfully with sensitive issues involving divergent viewpoints and cultures.
- Communicate with grassroots community people in a non-patronizing manner.
- Interface with civil/small claims litigants, court personnel and judicial officers in a respectful and diplomatic manner.
- Work independently, be organized and able to work on multiple tasks.
- Prepare comprehensive written and oral reports.

Some Knowledge of:

- Individual and intergroup relations and problem solving techniques.
- Human and civil rights issues especially as they pertain to the community.
- Community building techniques.
- The court system and its processes, e.g. small claims, limited civil matters, etc.

How to Apply:

Accepting Resumes through August 31, 2006

Send cover letter and resume to: Alfonso Clarke, Dispute Resolution Program
Director

1300 S. Grand Ave., Bldg. B, Santa Ana, CA 92705 or
alfonso@ochumanrelations.org

Job posted on: August 03, 2006

Facilitator, Resolve, Washington D.C.

RESOLVE SEEKS

FACILITATOR

In our Washington, DC Office

Posting Date: July 18, 2006

Applications Accepted until Position is Filled

RESOLVE, a neutral, non-profit, public policy dispute resolution organization, with offices in Washington, D.C. and Portland, Oregon, is seeking applicants for a Facilitator to assist RESOLVE Senior Mediators located in Washington, DC in all aspects of dispute resolution work including mediation, facilitation, training, research projects, outreach, marketing, and business development. Visit our website at www.resolve.org.

The Facilitator will assist Senior Mediators and Senior Facilitators by:

- drafting agendas, proposals, budgets, and work plans for mediation and other projects;
- facilitating meetings through active listening, translating positions to interests, summarizing and framing agreements, and coordinating decision making;
- managing meeting logistics and mailing lists for projects;
- fielding between meeting questions and solving related problems;
- acting as liaison to various groups and interacting with all stakeholders;
- taking notes at meetings and preparing meeting summaries;
- conducting research projects in environmental dispute resolution;
- helping write background reports and final reports;
- assisting with marketing and business development activities;
- managing project work completed by Associates and support staff; and
- providing other required tasks as needed.

Additional Qualifications:

Qualifications include a bachelor degree (advanced degree preferred) in a public policy and/or environmental area (or equivalent work experience); a minimum of 3 years experience working on public policy problems, including issues related to environmental or public health concerns; strong project management and public speaking skills and experience; demonstrated knowledge of environmental, health, and/or public policy dispute resolution; excellent writing, organizational, communication, and administrative skills; and proficiency with computers, databases, word processing, and spreadsheets (e.g., Excel, Power Point, Outlook, Access). Experience and/or training as a facilitator or mediator is strongly preferred.

How to Apply:

We offer an excellent compensation and benefits package. Applications referencing RESOLVE - FACILITATOR (including a cover letter with a description of how the candidate meets the desired qualifications, salary history, resume, and references) should be sent to Danielle Schuman, PHR, RESOLVE Human Resources, c/o The HR Team, 9841 Broken Land Pkwy, Ste 303, Columbia, MD 21046. Resumes can also be sent via e-mail to HR@thehrteam.com or via fax to 410-290-9199. Resumes will be accepted until position is filled.

Job posted on: July 24, 2006

Last day to apply: September 21, 2006

Posted by: [RESOLVE, Inc.](http://www.resolve.org)

Area of Focus: Environment, Health, Peace and Conflict Resolution

Location: Washington, District of Columbia, 20037,
United States

Ombudsman, Sequoia Community Initiatives, New York

Provide advocacy and general Ombudsman services to the clients of our Transitional Housing Shelter.

The Associate shall facilitate assistance to clients in areas of housing, welfare services, medical services, legal services and any other areas involving outside agencies or providers with whom the clients have contact or a need to work with.

The Associate shall be aware of those issues, which may be appropriate for further Ombudsman services through investigation and research. The Associate shall coordinate her efforts through the Director of Social Services.

The Associate shall facilitate the Negotiating Life training program for internal and external clients providing classroom instruction and working with the role-play coordinator during each class session.

The Associate shall also assist in mediation trainings for staff and clients, and for external clients, as the need may arise.

The Associate shall conduct fact-finding and quality assurance investigations on client matters involving staff, as from time to time may be assigned.

The Associate shall implement the grievance procedure for clients as required and provided for in the DHS contract.

The associate shall mediate disputes between clients and/or staff when appropriate

Additional Qualifications:

Bachelors degree.

Five years investigative experience

Professional experience may be substituted for Master's Degree.

Bilingual is a plus

How to Apply:

Please mail your cover letter and resume to hra@sci-ny.org

Job posted on: July 20, 2006

Last day to apply:

September 18, 2006

Posted by:

[Sequoia Community Initiatives](#)

Location:

New York, New York, 10004,

United States

Vice President, Human Resources and Diversity, Planned Parenthood Federation of America, Inc., New York

Planned Parenthood Federation of America, Inc. (PPFA), the largest and most trusted voluntary family planning organization in the nation, seeks a Vice President Human Resources and Diversity.

In this pos'n, you will direct & supervise all human resource functions, organizational development & diversity initiatives for PPFA. Develop & implement policies, strategies & programs to fully utilize, & develop PPFAs human resources & ensure a corp employee relations culture consistent with PPFAs mission & goals. Develop & oversee programs that enhance PPFAs em~ ployee relations through organizational development, change management, & diversity initiatives designed to attract & retain a high quality, diverse work force. Provide nat'l leadership on diversity issues across the federation that addresses an increasingly diverse client base, employee workforce, volunteer pool, organizational network & int'l family planning network.

Requirements: Masters Deg. prefd, plus prof'l training. SHRM Ctf or other related certifications. Over ten yrs of work exp in all aspects of human resources, incl exp in organizational development & diversity. Comprehensive knowl of all facets of Human

Resources, Bfts & Compensation, Organizational Development, & Diversity. Superior interpersonal, verbal, written, & presentation communications skills. Exceptional negotiation & facilitation skills, incl mediation & conflict resolution skills. Excellent coaching & training skills. Excellent customer service skills & knowl of customer service management. Ability to function as a change agent. Strong knowl of legal applications of human resources management. Comprehensive knowl of the intricacies of cultural differences & an ability to navigate.

Interested applicants should send resume & salary reqts to: Manager, Employment & Retention, Planned Parenthood Federation of America, 434 W. 33rd St, New York, NY 10001 or Email: resumes@ppfa.org

Committed to Diversity
Responsible Choices in Action

Additional Qualifications:

How to Apply:

Interested applicants should send resume & salary requirements to: Manager, Employment & Retention, Planned Parenthood Federation of America, Inc. 434 W. 33rd St, New York, NY 10001 or Email: resumes@ppfa.org

Last day to apply: August 21, 2006

Posted by: [Jordan Anderson Advertising](#)

Posted on behalf of: Planned Parenthood Federation of America

Location:

New York, New York, 10001,
United States

Program Manager II/Senior Conflict Technical Advisor, Catholic Relief Services, Haiti

General Information

Date Posted: 14 Aug 2006
Organization: Catholic Relief Services
Country/Region: Haiti
Apply By: 13 Oct 2006

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

Description

To apply for this position please go to our website at www.crs.org In your cover letter please include requisition number I 06 077, source code DEVEX and salary requirements.

NO EMAILS PLEASE!

Preferred method of submitting your resume is through:

<http://sh.webhire.com/public/495/>

DURATION: One year

Note: This position is not guaranteed, as it is dependent on a successful grant application to the donor.

BACKGROUND:

The U.S. Agency for International Development (USAID) has issued a Request for Applications (RFA) for an urban job creation program in Haiti called JOBS. The program is designed to increase employment and improve public infrastructure in five conflict-vulnerable urban areas in Haiti. Because of the history of conflict and unrest in these -hot spots-, the program will require a thoughtful analysis of the nature of the conflict in each target area and the development of

appropriate tools for guaranteeing security, peace building and conflict mitigation. As a member of a consortium led by Pan American Development Foundation (PADF), CRS is responsible for the design and development of a conflict mitigation/peace building strategy to be applied by all consortium members in all job creation and infrastructure activities.

PRIMARY FUNCTIONS:

The Senior Conflict Mitigation Advisor will assume a leadership role in the development and application of a conflict mitigation/peace building strategy for the consortium. Additionally, s/he will ensure the application of the strategy throughout the intervention areas. S/he will report to the CRS DCOP on a supervisory level, but will have a technical reporting relationship to the PADF Chief of Party. This is a one-year expatriate position designed at building capacity of and gradually handing over all responsibilities to a national staff counterpart, the Conflict Mitigation Manager.

SPECIFIC RESPONSIBILITIES:

1. Lead design, implementation, and analysis of conflict assessments in target areas at project start-up
2. Develop overall conflict mitigation strategy and ensure its implementation across entire program in collaboration with consortium members
3. Ensure the use of a standard, technically sound, conflict-sensitive development approach across the full program and among all consortium members.
4. Oversee all conflict-related capacity building of consortium members emphasizing participatory community conflict analysis, Do No Harm methodology, and conflict management and mitigation practices.
5. Lead the development of program strategies, standards, and implementation guidelines concerning conflict issues, provide technical support to all conflict mitigation activities, and ensure a common synergistic approach and adherence to best practices among consortium members
6. Collaborate closely with the other cross-cutting advisors such as Gender and M&E to ensure a common working approach with community development groups and community development councils.
7. Coordinate all consortium conflict-related activities, including evaluations, documentation of lessons learned, and coordination with other stakeholders in the peace building and civil society sectors
8. Mentor and supervise Conflict Mitigation Manager and build his/her capacity to manage conflict mitigation component until the end of the program

KEY WORKING RELATIONSHIPS:

INTERNAL:

DCOP, Director of Programming, Country Representative, RTA/Justice and Peace, Conflict Mitigation Manager, Justice and Peace Department staff.

EXTERNAL:

PADF Chief of Party, consortium member DCOPs, consortium Gender Technical Advisor, local Church, USAID, local community based organizations and authorities.

QUALIFICATIONS:

1. Master-s degree in peace and conflict resolution or related area
2. Five years experience in peace and conflict program management, design, and implementation.
3. Demonstrated knowledge of CRS approaches to security, peace building, Catholic Social Teaching, and CRS justice lens.
4. Proven leadership abilities, organizational skills, and networking abilities.
5. Excellent oral communication and presentation skills.
6. Excellent English writing skills.
7. Ability to represent CRS in meetings with local Church, government authorities, and partner organizations.
8. Strong interpersonal and cross-cultural skills; ability to work in a team environment.
9. Ability to work in emergency environment and stressful conditions.
10. Fluent in French.
11. Willingness to travel to the field 25-50% of the time.
12. Computer proficiency: Word, Excel, PowerPoint, etc.

Senior Civil Society Program Officer, Arlington, Virginia

Summary

Located in Arlington, VA the Senior Civil Society Program Officer (SPO) assists the Civil Society Program Director (PD) in developing program policy, plans and strategies in the areas of democracy and local governance, civil society, and conflict management and mitigation. He/she plays a leadership role in program management and implementation, developing and executing monitoring and evaluation plans, and executing new business strategies for the Civil Society Sector and IRD as a whole.

As a key member of the Civil Society Sector (CSS) team, the SPO will function as an IRD's technical expert in the

general area of democracy and governance and conflict management and mitigation, and in the specialty areas of community mobilization and development and civil society for IRD programs worldwide and in the US.

The SPO will take the lead in establishing the short and long term strategic objectives for the planning, implementation, and coordination of CSP programs.

He/She will also monitor the implementation of civil society programs and activities, and work with IRD country representatives to assure that programs meet the goals and objectives set by and agreed upon with the donor agencies.

The SPO will provide technical assistance, monitoring and evaluation expertise, and other support to CSP field programs; assist in developing a standard format and methodology for setting CSP program goals, objectives and benchmarks/indicators for measuring program performance.

He/She will draft professional quality technical studies and reports, and other publications and press releases highlighting the work and accomplishments of IRD's civil society field programs.

The SPO will foster IRD's reputation in the field of civil society, community mobilization and development, sustainable livelihoods, and rural agricultural development.

Terms of Reference

Recognizing that IRD's assistance programs vary from country to country and may consist of several separate elements for community development and mobilization, infrastructure, the environment, agriculture, economic development, and health, education and social services, the SPO will work with fellow sector specialists in IRD's core Program units and Country Representatives/Specialists to develop an overall IRD program strategy and specific work plans for each country/region.

Duties:

- Provide guidance on country work plan process and reviewing annual work plans for the civil society sector;
- Provide guidance and support in developing new program initiatives and in responding to RFA/RFPs and other solicitations involving democracy and local governance, civil society, and conflict components.
- Support the development of integrated approaches to providing information and program services to IRD field offices;
- Advise the Director of the Civil Society Pillar on program planning, management, budgeting, personnel, and program needs, requirements, issues and changes;
- Assist with approval and management of contracts and grants by ensuring that required specifications are consistently provided in order to operate a cost-effective program-related procurement;
- Support development of a IRD field staff training and development program, and advising the Director of the Civil Society Pillar on program and staff development;
- Monitor IRD CSP program reporting to assure that USAID and other donor reporting requirements and standards are met;
- Track accomplishments of IRD supported civil society programs worldwide and preparing training manuals, technical documents, press releases, and other materials to ensure proper and effective exposure for IRD supported initiatives.
- Perform other duties as required.

Requirements:

- A graduate degree in community or international development, public administration, business, management, or a related field;
- At least 10 years of program experience, and at least 5 years of program management experience in a developing country, preferably in a complex program environment;
- Previous experience managing USAID programs and strategic planning required;
- Excellent verbal and written communication skills required;
- Must already possess legal ability to work in the United States. IRD offers no sponsorships.

Additional Qualifications:

How to Apply:

Send curriculum vitae or resume to careers@ird-dc.org with title Senior Civil Society Program Officer. No phone calls please.

Program Assistant-Fighting Discrimination, Human Rights First, New York**[Human Rights First \(HRF\)](#)**

Non Profit Organization

, **[Human Rights First \(\)](#)**

Non Profit Organization

Location city: New York City

Location country: United States of America

Closing date: 18 Aug 2006

Job Description

Human Rights First works in the United States and abroad to create a secure and humane world by advancing justice, human dignity and respect for the rule of law. We support human rights activists who fight for basic freedoms and peaceful change at the local level; protect refugees in flight from persecution and repression; help build a strong international system of justice and accountability; and make sure human rights laws and principles are enforced in the United States and abroad.

The Fighting Discrimination Program focuses on patterns and practices of violent hate crimes: when ordinary people face assaults because of the color of their skin, because of their real or perceived origins, because they are gay or thought to be gay, because they are disabled, or because they worship in a mosque or synagogue or a “non-traditional” church.

This work to combat racism, antisemitism, and other forms of discrimination is centered upon but not limited to Europe. We focus on systems of monitoring and reporting hate crimes and incidents, the importance of an effective legal framework for the prosecution of hate crimes, and the role of specialized anti-discrimination bodies and hate crimes units in combating discrimination and the threat of bias crimes.

Human Rights First seeks a Program Assistant for its Fighting Discrimination Program. She or he will report to the Director of Research and will provide comprehensive support for the program, to include advocacy and constituency building and the execution of program activities.

Primary responsibilities will include:

Administrative

- Managing the infrastructure of the department. This requires managing administrative and financial paperwork for the Research Director and the Fighting Discrimination Program, photocopying, coordinating meetings for the Research Director and other members of the program (including volunteers and consultants) and other duties which include but are not limited to:
 - Maintaining the calendars for the Research Director and the program.
 - Website maintenance and updating.
 - Database development and maintenance; program e-mail; faxing and photocopying, mail distribution.
 - Coordinating development of e-advocacy capacity;
 - Organizing and maintaining electronic and paper files.
 - Making travel arrangements and maintaining expense and discretionary budget records for the FD

program.

- Providing administrative support for the Research Director.

- Providing Front Desk relief. For a minimum of 1.5 hours per week, greeting visitors to Human Rights First and operating a multi-line switchboard, fielding both external and internal calls. Receipt and routing of packages, faxes, and mail while projecting a friendly, courteous, and efficient image.
- Website Additions and maintenance. Monitoring the Fighting Discrimination web pages and ensuring that they are updated, helpful and error free; Coordinating with other departments the updating of web pages.

Programmatic

- Advocacy support. Monitoring and collating material from anti-discrimination list-serves and related sources; Identifying and describing cases or areas of interest. Liaising with NGO partners.
- Writing. Drafting public information and advocacy materials on selected themes and countries.
- Assisting with editing copy for the web site & intranet. Providing occasional editorial assistance with documents and reports.
- Research. Providing research assistance.

THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING QUALIFICATIONS:

- College degree;
- At least 1 year of administrative experience in a fast-paced environment calling for self-motivation, direct involvement in operations, the ability to juggle multiple competing tasks and demands, work as part of a team and show independent judgment;
- A demonstrated interest in international human rights issues and international relations;
- Strong project management capability and experience;
- Excellent writing, editing, proofreading, and communication skills;
- Fluency in English is required and proficiency in French and/or Russian is strongly desirable;
- Advanced-level proficiency and solid, measurable experience in a variety of computer software applications (MS Office XP – especially Internet Explorer, Outlook, MS Word XP, Excel, PowerPoint, CMS, Access);
- Experience with e-advocacy and data management systems is an advantage.
- Strong organizational, problem-solving, and research skills.
- Diplomacy and humor will prove invaluable;

ANNUAL SALARY: Competitive, Excellent benefits.

START DATE: September 2006

Vacancies Contact

ATTN: HR- Fighting Discrimination Program Assistant; E-MAIL: HumanResources@HumanRightsFirst.org; All applicants will be notified of our receipt of application; only selected applicants will be contacted for phone or in-person interviews. NO PHONE CALLS, PLEASE.

Reference Code: RW_6SBP5R-85

Humanitarian Affairs Officer (HAO) / Area Coordinator, L-3, Khartoum, Sudan

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

Humanitarian

Location city: Khartoum

Location country: Sudan

Closing date: 18 Aug 2006

Job Description

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

Vacancy Notice number: OCHA/G/80/2006

Mailing address:

Palais des Nations

1211 Geneva 10

Switzerland

Fax: (+41 22) 917 0080

E-mail: ochavacancies@un.org

Date of issue: 4 August 2006

Post title and level: Humanitarian Affairs Officer (HAO) / Area Coordinator, L-3

Duty station: Khartoum, Sudan

Duration: 12 months

Vacancy Notice number: OCHA/G/80/2006

Deadline for applications: 18 August 2006

Date of entry: asap

Organizational Setting and Reporting Relationships: The HAO will report to the HAO/Manager RoS Cell in Khartoum.

Accountabilities:

Within limits of delegated authority, the HAO will be responsible for the following duties:

- Advise the HAO/Manager on overall policy direction on specific issues; and, more generally, review and provide advice on a diverse range of policy issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance and the linkages with other related areas;
- Monitor, analyze and report on humanitarian developments, disaster relief/management programmes or emergency situations in northern Sudan; develop and maintain a “watch list” of hot spots/risk areas with potential for humanitarian crisis;
- Provide early warning analysis with relevant scenarios;
- Participate in large, complex projects, to include disaster assessment or other missions; coordinate international humanitarian/emergency assistance for complex emergency/disaster situations; ensure necessary support (e.g. staff, funding, specialized equipment, supplies, etc.);
- Prepare situation reports to the international community, apprising of situation to date and specifying unmet requirements;

- Identify ways to strengthen humanitarian coordination capacity of national NGOs and local authorities and mobilizes support to address this;
- Organize and prepare studies on humanitarian, emergency relief and related issues; organize follow-up work, including interagency technical review meetings to support policy development work and decision-making on important issues; and ensure the implementation of recommendations emanating from relevant studies;
- Partner with other humanitarian agencies to plan and evaluate complex humanitarian and emergency assistance programmes; help ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender-related considerations;
- Establish and maintain contacts with government officials, other UN agencies, non-governmental organizations, diplomatic missions, media, etc.;
- Ensure appropriate mechanisms to facilitate collaboration and exchange of information both in and outside the UN system, including on early warning and contingency planning, etc;
- Organize and participate in work groups, meetings, conferences, consultations with other agencies and partners humanitarian and emergency relief-related and transition matters; and
- Perform other duties as required.

Work implies frequent interaction with the following:

- Staff at all levels within OCHA in Sudan.
- Humanitarian Coordinators and their staff in the field, as well as Programme Managers, Regional Commissions
- Representatives of other UN humanitarian agencies and other member organizations in the Inter-Agency Standing Committee. This includes representatives of the UN Mission in Sudan.
- Representatives of the donor community and of visiting donor countries to the HAOs specific Area of Responsibility (AOR).

Results Expected:

- Sound analytical inputs and advice that contribute to improving institutional capacity and ability to articulate policy on a humanitarian and relief assistance issues relevant on the HAOs AOR.
- Take action to identify humanitarian affairs and related issues/problems and develop creative approaches to problem resolution.
- Timely delivery of assigned outputs.
- Develop partnerships and interact effectively with colleagues internally and externally.

Core Competencies:

Professionalism – Sound knowledge of and exposure to a range of humanitarian assistance, emergency relief and related human rights issues, to include approaches and techniques to address difficult problems; strong analytical capacity and in particular the ability to analyze and articulate the humanitarian dimension of issues which require a coordinated UN response; ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems; strong research skills, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights situation in assigned country/area; ability to work

under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); ability to provide guidance to new/junior staff.

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

Communications – Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear, concise style.

Planning & Organizing – Ability to plan own work, manage conflicting priorities and work under pressure of tight and conflicting deadlines.

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

Teamwork – Very good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications:

Education

Advanced University degree (Masters degree or equivalent) preferably in political or social science, international studies, public administration, economics, or in a technical (e.g. engineering, earth sciences, etc.) or other relevant field; or an equivalent combination of relevant education and extensive working experience in a related area.

Experience

Minimum of 5 years of progressively responsible professional experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation and development, or other related areas, at least 3 years of the international field experience in humanitarian emergency efforts.

Language

Fluency in oral and written English is essential; knowledge of Arabic would be a strong advantage.

Other Skills:

- Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian assistance.
- Knowledge of the institutions of the UN system.
- Extensive working experience in Africa, particularly in Sudan, would be asset.

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

All posts are subject to availability of funds.

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

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

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

How to apply:

All applicants are requested to email the following documents to the OCHA Human Resources Section/AO at

ochavacancies@un.org :

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

* Please note that there may be a delay when accessing the forms; if you are prompted for a password, click "Cancel" and the form will appear.

All Application Forms can be found by clicking on the following link:

<http://ocha.unog.ch/OCHAvacancies/>

It would be appreciated your stating your full name and the OCHA vacancy notice number (OCHA/G/80/2006) as the subject in your e-mail application.

Please send one email application for every vacancy announcement.

Vacancies Contact

Please see above instructions.

Reference Code: RW_6SCCQ3-38

Gender Based Violence Coordinator, International Rescue Committee, Sudan

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

Founded in 1933, the International Rescue Committee is a leading non-sectarian non-profit organization providing emergency relief, protection, rehabilitation assistance, resettlement services and advocacy for refugees and victims of oppression or violent conflict.

Location city: Nyala, South Darfur

Location country: Sudan

Closing date: 04 Nov 2006

Job Description

The International Rescue Committee currently seeks a Gender Based Violence (GBV) Coordinator for its Sudan program, based in Nyala, South Darfur.

SCOPE OF WORK

The GBV Coordinator will lead the on-going development of a Darfur-wide program implementation plan; ensure interventions do not endanger staff or IRC operations; develop training modules and a training strategy for IRC and partners to ensure staff development and the delivery of consistent quality services, foster a team spirit that encourages innovative programming and set up and implement a system to monitor activities and evaluate the impact of interventions.

Additionally, the GBV Coordinator will take the lead on all inter-agency and IRC inter-sectoral coordination; Provide feedback and support to Sr. GBV Coordinator on proposal development; Ensure close communication/coordination and sharing of tools/resources; Ensure that the program is technically sound and implemented consistent with the Darfur GBV strategy; Ensure that PM(s) are provided with the opportunity to debrief on a regular basis; In collaboration with Sr. GBV Coordinator and Training and Support Officer, update and ensure implementation of the training strategy and modules; Ensure the understanding of the 'bigger picture' issues (i.e. form 8, etc.) for program staff; Develop M&E strategy, in order to monitor the quality of services provided and ensure accurate data is collected in an appropriate manner; and Provide hands-on support to program staff when necessary.

Continuous collaboration and coordination with Field Coordinators, Program Coordinators, and Program Managers will be instrumental in ensuring that the program continues to be implemented as a Darfur-wide strategy. The

Khartoum-based Senior GBV Coordinator will provide on-going technical support to the GBV Coordinator based in Darfur.

RESPONSIBILITIES

Program Support

- Provide technical support and guidance to GBV staff in Darfur in close collaboration with other Program Coordinators and Managers. This includes developing individual work plans with the Program Manager(s), monitoring progress, and ensuring best practice standards are met.
- Conduct regular field visits to meet with project staff to assess progress toward objectives, discuss issues and assist in finding solutions to challenges identified.
- Provide consistent and timely communication of information to the manager(s) and national staff and consistently relay information from the field to the Senior GBV Coordinator and other key senior management staff.
- Provide managerial support whenever appropriate and necessary, in support of the Program Manager(s).
- Oversee the budget 'big picture' for the GBV program, update workplans on a quarterly basis, highlighting gaps to Field Coordinators and provide support to the Program Manager(s) in budget management.
- Ensure that Program Managers (and their program staff) are provided with opportunities to debrief on a regular basis as needed, and provide support accordingly.
- Work closely with Field Coordinators and Program Managers to identify national counterparts as part of the overall nationalization plan.

Program Development and Capacity Building

- Continue to monitor and revise, in collaboration with the Senior GBV Coordinator and Program Managers, the IRC Darfur GBV strategy to meet the psychosocial needs of survivors and their families.
- Continue close collaboration with the Health, Protection, and Child Protection programs to ensure that systems and protocols for responding to the various needs of survivors are implemented and adhered to.
- In collaboration with the Sr. GBV Coordinator and GBV Training and Support Officer, implement the training strategy for local staff development to ensure a consistent, quality approach to meeting the psychosocial and health needs of survivors.
- Ensure that the Program Manager(s) work in a participatory manner with Sudanese staff and ultimately identifies a qualified national staff to serve as a counterpart (according to an established time-line).
- Work closely with the Program Manager(s) to expand their theoretical understanding of psychosocial interventions.
- Work with field-based teams to ensure GBV programs are implemented in conformity with the IRC program framework promoting and protecting rights, participation, capacity building, partnership, and holistic planning.

Multisectoral and Interagency Program Development and Coordination

- Develop and maintain effective working relationships with all stakeholders in Darfur – including community leaders, NGOs, government ministries/authorities, UN agencies - to enhance cooperation and coordination between organizations.
- Develop and monitor a system to ensure information from inter-agency coordination meetings on Women's issues and are shared with other Coordinators and Program Managers.
- Liaise with the Senior GBV Coordinator on a regular basis to ensure that information from the field is accurately represented at Khartoum level meetings.
- Ensure that there is clear and consistent communication between GBV staff and all IRC sectors.

Program Monitoring and Evaluation

- In collaboration with Sr. GBV Coordinator, ensure a safe and confidential mechanism for collecting information on program activities is implemented.
- Compile internal and shared monthly reports from the GBV Managers and provide to the Senior Coordinators as appropriate at the end of each month.
- Ensure that the project undertakes continuous monitoring and evaluation so that activities are appropriate and based on a clear understanding of the problems, causes, contributing factors, and issues in Darfur.

Administrative and Miscellaneous Duties

- Contribute to the development of proposals as necessary to ensure continued programming.

- Ensure that all internal (IRC) and external (donor/partner/government) reporting requirements are met and that reports are of a high quality and submitted on time.
- Ensure that project resources, including financial, are used effectively and transparently in order to further the objectives of the project.
- Assist Program managers to monitor budgets in accordance with IRC and donor procedures.
- Meet regularly with the Senior GBV Coordinator.

REQUIREMENTS

- Advanced degree in social work, social sciences or related field.
- Minimum five years in developing, management/coordinating GBV programs in conflict areas, preferably in IDP/Refugee settings.
- Experience supervising national and international staff in an insecure complex emergency setting.
- Strong management, project planning, organizational, interpersonal, and communication skills.
- Previous experience in designing and managing a staff capacity building program.
- Competent in Windows, MS office programs, email and database experience.
- Preferred experience working with HF radios (CODAN), VHF radios, satellite telephone and fax.
- Fluency in English, spoken and written.
- Arabic language skills a plus.
- Ability to work under pressure in an unstable security environment.

Additional qualities a successful candidate should possess:

- Ability to multitask
- Ability to handle pressure well
- Ability to improvise
- Flexibility

Vacancies Contact

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

Reference Code: RW_6SCMU9-81

Consultant, Gender and Governance-Post Crisis Environment , United Nations Human Settlements Program

[United Nations Human Settlements Program \(UN-HABITAT\)](#)

Location city: Home base with a potential field verification mission

Closing date: 04 Sep 2006

Job Description

Purpose of Consultancy

The purpose of the consultancy is to develop and finalise the second volume of Practitioner's Handbook Series on Gender in Post-Crisis, entitled "A Practitioner's Handbook on Gender and Governance in Post-crisis situations". This publication will form one of the two volumes of UN-HABITAT's Practitioner's Handbook Series on Gender in Post-crisis, as well as being complimentary to the "Land Administration: Handbook for planning immediate measures from emergency to reconstruction". The purpose of the "Practitioner's Handbook on Gender and Governance" is to assist field staff and practitioners working in post conflict environment, with 'hands on' examples on how to include gender in their work. The manual is also intended to contribute to bridging the gap between relief and sustainable reconstruction and development, through identifying in what ways and means an engendered approach can provide a stepping stone for this.

The Practitioners Handbook series currently covers two areas interrelated to UN-Habitat's mandate on human settlements, namely gender and post-conflict reconstruction and gender and governance.

The consultancy is largely a desk review exercise requiring extensive field experience for capturing, analysing and providing solutions for practical challenges and issues for addressing gender related realities of complex post-crisis field operations.

Background

Disasters and conflicts impact men and women differently; they will have different needs, vulnerabilities, priorities and capacities. A gendered perspective in post-crisis reconstruction will help to ensure that these differences are recognized and equally addressed throughout. Only when all members of society are engaged and considered can post-crisis reconstruction be effective to reduce vulnerability and promote sustainable development.

Understanding the different situations facing men and women in conflict and disaster will contribute to more effective post disaster and post conflict programming. Improving inclusive governance that promotes gender equality will reduce vulnerability of populations to disaster. Recognizing the different needs and priorities of men and women in shelter and provision of basic services in post conflict/post disaster situations will help governments and aid/development agencies design programmes that respond to the needs of all, while promoting gender equality and human development for both men and women.

Mainstreaming gender in field operations is a challenging endeavour. In the post crisis context it becomes even more complex. The way in which men and women have been affected by crisis will differ, as will their needs, views and priorities in rebuilding their society after the crisis. It is therefore critical that post crisis intervention recognize these differences and develop gender mainstreamed activities to effectively address the needs of men and women, boys and girls.

All too often, policies and mandates are not translated into concrete action at the field level. It is crucial that gender-mainstreaming strategies outline clear goals oriented towards the desired results and actions. In an attempt to meeting this challenge UN-HABITAT Disaster Management Programme (DMP) has developed outlines for a practical gender manual series, which will offer both practical and conceptual tools for implementing gender in post crisis human settlement reconstruction.

Practitioner's handbook on Gender and Governance in post-conflict situations.

Gender equality is about equal involvement of people – men and women – in community matters, and how they interact with their society. When a community is able to mobilise both men and women - young and old - it is more effective, activities will be more successful and better sustained. If a community understands these dynamics, the activities they develop will not only address the key needs and priorities of the total population, but will be more efficient and effective.

Understanding the gender dimensions in the society during and after crisis will highlight the different needs and views of men and women in terms of the settlement in which they live. A gender perspective will give insight into the power disparities in a society, and prepare the program to better address issues of inequality and marginalization, both in terms of the planning itself, as well as the participation of the community in needs assessments and consultation. Women and men are equally important members of a community, constituency or municipality. Their needs and concerns will impact equally on the well being of the society. A gender perspective does not only improve the effectiveness of local governance, but fosters the development in the society – which is particularly crucial in the post-crisis environments

Using a gendered approach in planning will also improve the level commitment from the stakeholders, thus improving the overall success of the process. This involves planning on type and time of service, structural/physical environment and land use planning.

This handbook seeks to provide an easily readable resource guide for field workers charged with planning reconstruction programmes in the aftermath of violent conflict. The primary data and early draft have already been completed, however the draft document requires comprehensive and substantive elaboration and development, and a full revision of style, structure and layout of the draft. .

The Handbook is also expected to introduce a case study, or a number of case studies, as agreed upon. The purpose of the case study is to bring out in very concrete terms, how engendered governance is presently undertaken vis-à-vis men and women in the overall recovery and reconstruction process. This is particularly important, as the studies will help to bring out the different experiences at the community level, giving us a better picture of how governance issues in post-crisis recovery is actually playing out in terms of involving and considering both men and women equally, and will therefore be better guides for what can be done differently in the future, and how.

Objective

The overall objective of the consultancy is to develop and finalise the second volume of Practitioner's Handbook Series on Gender in Post-Crisis, entitled "A Practitioner's Handbook on Gender and Governance in Post-crisis situations". The final version is anticipated to be in a format for final lay-out design and publication.

Methodology of work

The consultant in consultation with Chief of Disaster Post Conflict and Safety Section will:

- Undertake an extensive literature review on Gender and Governance in post-crisis environments, with a particular focus on relevant normative products of UN-HABITAT.
- Prepare an introduction and background chapter that integrates UN-HABITAT's Sustainable Relief and Reconstruction (SRR) approach throughout the text of the handbook, and links this document to other publications in the Gender in Post-crisis Series, as well as the Handbook "Land Administration: Handbook for planning immediate measures from emergency to reconstruction". In addition it should have links to international commitments, policies and agreements.
- Undertake consultations with relevant stakeholders including the Gender Unit in UN-HABITAT, other UN agencies, INGOs, academics, and others as determined with DPCSS, verifying and revising as necessary the substantive content, as well as structure of the document;
- Introduce a relevant case study for extracting and introducing good practices and lessons learnt.
- Undertake regular consultations with the Disaster Management Programme and share the work in progress on regular basis, every second week at minimum.
- Revise and edit as necessary the style, structure, layout and content according to conclusions and recommendations of the consultations above.
- Prepare a bibliography of the literature review and referenced secondary material.

Expected Outputs:

Utilizing the early draft of the Handbook, answers and inputs from partners, consultation with the Disaster Management Programme, practical case studies, as well as desk reviews of documents, reports, the consultant will:

- Deliver a final draft of the "Practitioner's Handbook on Gender and Governance in Post-crisis situations" of not more than 50 pages, complete with graphics and illustrations in the final format agreed to above.

Required Background and Qualification

Gender and post-conflict reconstruction expert:

- Post-graduate degree(s) in development studies, or social sciences with emphasis on gender and governance
- Minimum of 3-7 years of practical experience of gender and development in post-conflict areas.
- Proven technical writing and desktop publishing skills
- Experience in collaboration with local, national and international partners
- Native English Speaker with excellent written English
- Familiarity with UN-HABITAT approaches and strategies for settlements recovery programmes

Selection process

- The candidate will be recruited through Reliefweb and UN-HABITAT internet and intranet
- Three selected candidates will be requested to develop a two-page note on how they would like to approach the task.
- Out of the three selected candidates one will be chosen based on his/her concept note illustrating how to carry out the consultancy.

Vacancies Contact

Daniel Lewis, Chief; Disaster, Post Conflict and Safety Section; Telephone +254 20 7623826; email: dan.lewis@unhabitat.org; Jaana Mioch; Human Settlements Officer; Disaster Management Programme; Disaster, Post-conflict and Safety Section; Tel: + 254 20 762 40 62; Email: jaana.mioch@unhabitat.org

Reference Code: RW_6SF9YL-40

International Consultant on Guarantee Fund, United Nations Development Program, Serbia

[United Nations Development Programme \(UNDP\)](#)

Location city: Vranje, South Serbia

Location country: Serbia and Montenegro

Closing date: 04 Sep 2006

Job Description

UNITED NATIONS DEVELOPMENT PROGRAMME MUNICIPAL IMPROVEMENT AND REVIVAL PROGRAMME (MIR) TERMS OF REFERENCE – International Consultant on Guarantee Fund (INTERNATIONAL CONSULTANT)

Project: Municipal Improvement and Revival Programme Phase II

Location: Vranje Municipalities in Southern Serbia

Type of Contract: SSA

Duration: One short term mission during the second half of 2006

1. Project Background

United Nations Development Programme (UNDP) has been present in South Serbia since 2001 at which point a peace agreement had just been signed between Albanian secessionists and the at that time Federal Republican Government of Yugoslavia. Initially UNDP was involved in implementing post conflict, peace and reconciliation type programmes such as the Rapid Employment Programme (REP) and the Southern Serbia Municipal Improvement and Recovery Programme (SSMIRP) however gradually with SSMIRP phase II and the Municipal Improvement and Revival (MIR) programme activities have gradually moved towards focus on the capacity development and reform of local government. This is a particularly demanding task in a region such as South Serbia

that has been historically underdeveloped and one of the poorest parts of the country and has in more recent times been beset by an ethnic conflict. With SSMIRP phase II and MIR I coming to an end UNDP is seeking with its stakeholder and partners to develop a new intervention that would bring all the various donors together behind one programme document.

This programme, MIR II, would build on the achievements of the previous programmes while at the same time looking to make real impact in the four following areas:

1. Regional cooperation
2. Strategic Planning
3. Municipal Management
4. Municipal service delivery

The project is operational in the thirteen municipalities of Jablanica and Pcinja districts of South Serbia with a main office in Vranje, a sub office in Leskovac and project implementation offices in all of the thirteen municipalities.

Despite the fact the main focus of MIR2 is with the development of local government there is an aspect of the programme that although linked to Regional Development is also specifically attempting to create jobs. This is the creation and support of a guarantee fund and more information on what exactly has been done is provided in the section below.

2. Background

In mid 2004 the South Serbia Municipal Improvement and Recovery Programme (SSMIRP) programme as part as of its support to economic development in the region developed a guarantee fund. The basic premise of the intervention was that while credit for small scale businesses was available (< 5,000 Euro) and large scale credits were also accessible (> 100,000 Euro) many SMEs struggled to obtain credit simply due to the fact that they did not have the collateral to guarantee the loan. This problem was compounded by the fact that

1. Banks in Serbia generally request a collateral of 200% of the loan
2. The vast majority of property and land, certainly that outside Belgrade, is not registered in the Cadastre and therefore the title of ownership cannot be used as a guarantee.

The concept of the guarantee fund was therefore to address this fault in the market and through a public sector institution establish a fund that would provide guarantees to SMEs in the region. The funds required for initial loan capital were provided by UNDP with a view that in the longer term other sources of funding would be secured. The intention was to access both municipal and central government funding. The running costs of the institution were provided by one of the municipalities in the region.

During the last 18 months up until the end of 2005 15 guarantees have been provided allowing 17 local companies to access credit leading to the creation of 71 jobs. The total value of the loans were approximately US\$ 430,000 with collateral for half this amount being provided by the fund. Three of the private banks operating in the region have been involved.

Certain mayors from the region have consistently voiced their concerns about this programme which in the majority of cases are linked with there being no guarantees in their municipalities. Initially there were huge problems with the private banks but in the majority of cases these were overcome except in certain instances particularly in one municipality where internal conflict between branch managers prevented guarantees being issued.

The institution itself was established and funded by the largest municipality in the region. Sadly this led to a situation whereby the institution has been beset by the same problems that the majority of the public sector in the region face such as overstaffing and political interference.

The current situation is that due to constant criticism from certain mayors of the region and more importantly the recent dismissal of the guarantee fund director for purely political reasons, future cooperations with this institution is being put on hold despite the fact there is donor funding available.

3. Duties and Responsibilities

Under the overall guidance of the MIR2 programme manager the consultant will review the performance of the current Regional Guarantee Fund and develop recommendations as to suitability of such a methodology as a means of developing the SME sector and creating jobs in South Serbia. Furthermore the consultant will make recommendations as to the most appropriate means of managing an institution such as a Guarantee Fund.

4. Objective

To provide practical technical advice on the use of the Guarantee Fund as a methodology for supporting the development of SMEs and creating jobs in South Serbia.

5. Scope of Works

The consultant will be responsible for the following tasks:

1. Review the performance of the existing guarantee fund and the loans that were provided.
2. Make recommendations as to the suitability and feasibility of this methodology as a means of developing the SME sector in South Serbia and creating jobs.
3. If the above is positive then developing a paper investigating the most appropriate means of developing a guarantee fund to serve the SME sector in South Serbia.

This paper would focus specifically on the following points:

- The most effective means of managing the fund that is the entity/institution and its structure that would take responsibility for it.
- Possible sources of equity/loan capital for the fund
- The legality of establishing such a fund under Serbian law (the relevant support from a local lawyer would be provided here) and possible options
- Develop a simple strategy/plan for the fledgling institution
- Play a lead role in drafting and negotiating contracts with the Banks that are present in the region.

The timing of the trip will depend on the recommendations that are made with regard the suitability of this methodology as a means of developing the SME sector in South Serbia. However it is anticipated the first two parts of the mission will take approximately ten days. The third task it is anticipated would require an additional ten days.

6. Outputs

One report on activities one and two and if necessary a second report focusing on activity three

7. Qualifications and Experience

Experience:

- A relevant degree in economics/finance or equivalent experience
- Practical experience of having worked in the banking sector or associated industries, with a focus on the development of the SME sector
- Experience of guarantee funds (desirable)
- Experience of having worked in the Balkans (desirable)

Skills:

- Good communication skills both oral and written
- Strong negotiation skills
- Strong analytical skills
- Ability to apply practical solutions when implementing processes

Interested applicants should send their Curriculum Vitae and a cover letter to the following email address Vranje.yu@undp.org by Monday 4th September. Due to the large number of applications that are normally received only those who will be called for interview will be contacted.

Vacancies Contact

vranje.yu@undp.org

Reference Code: RW_6SHGFD-47

Advocacy Director for the Americas, Washington D.C.

Advocacy Director for the Americas

Grade 9

Washington, DC Office

Government Relations, Advocacy

Full time / Exempt

Job Summary

AIUSA seeks an experienced Advocacy Director for the Americas, reporting to the Director of Government Relations. Based in Washington, D.C., this senior level position takes a lead in educating and mobilizing AIUSA's grassroots membership to make human rights a priority in US policy in the region, raising these issues directly with the U.S. Congress and Presidential administration, and serving as a spokesperson to the media. The Advocacy Director also works on various thematic human rights issues that are global in scope. Additional responsibilities include: working with volunteer leaders to develop and implement a strategy for effective advocacy; tracking, monitoring, and analyzing USG and Congressional policies and actions; interacting with and advocating before US and foreign government officials; informing and facilitating activity of AIUSA members, volunteers, and others; serving as a spokesperson to the media, membership groups, and others; working in coalition with other organizations; and supporting the work of relevant AIUSA working groups.

Additional Qualifications:

Candidates must have: a demonstrated commitment to human rights; experience in grassroots organizing and education; demonstrated success working in and building coalitions; 5+ years of professional experience covering human rights in the Americas; experience working with or lobbying the USG; excellent written and verbal communications skills, including public speaking skills; experience working with the media and at public forums; an advanced degree and fluency in Spanish.

How to Apply:

Send Resume with Cover Letter to:

Code I-ADFTA82006

Amnesty International USA

600 Pennsylvania Ave. SE

5th Floor

Washington, DC 20003

Fax: 202-546-7142

Program & Administrative Assistant, The Center for Gender & Refugee Studies, California

The Center for Gender & Refugee Studies (CGRS) works to advance women's human rights by focusing on gender-based asylum law and broader migration policies, both in the U.S. and internationally. Established in 1999 and housed at the University of California, Hastings College of the Law, CGRS serves as a national resource center for attorneys and other advocates representing asylum seekers fleeing gender-related harm; CGRS aims to positively impact the outcome of individual cases as well as the development of national law and policy that protects women refugees. CGRS engages in collaborative advocacy and public education efforts regarding gender-based asylum issues as well as the root causes that force women to flee and seek protection in the U.S. and elsewhere. For more information, see our website at <http://cgrs.uchastings.edu>

The Program and Administrative Assistant will provide critical support to a small, but highly productive office. This position is a great opportunity to learn about and be involved in issues related to gender-based asylum law and women's human rights.

TASKS:

- Maintain multiple databases including case database, media database etc.
- Maintain fundraising records and supporter lists
- Organize, manage and maintain filing systems
- Purchase office supplies
- Assemble purchase orders and reimbursements
- Process charitable contributions
- Handle mail and assist in mailing campaigns
- Assist in copying, faxing, scanning documents
- Assemble Board meeting materials
- Other tasks as assigned

This is a part-time job (20-25 hours p/week)

Additional Qualifications:

- Bachelor's degree
- Excellent organizational skills
- Excellent computer skills in MS Office, Quickbooks experience a plus
- Superior attention to detail
- Ability to work well in a small, but highly productive team

How to Apply:

Send cover letter and resume by mail to the address below. Please note if any foreign language competency.

Diana Rodriguez-Wong
Program Coordinator
200 McAllister St.
San Francisco, CA 94102

NO PHONE CALLS OR E-MAILS PLEASE!

Conflict Campaigners, UK

Oxfam Great Britain

Who we are

Here at Oxfam we actively strive to find lasting solutions to poverty and suffering around the world. We're dedicated to acting as a force of change that tackles the causes of poverty, suffering and injustice. Always ready to respond to humanitarian emergencies anywhere in the world, as well as actively developing long-term solutions, our work relies on innovative and imaginative ways to generate funding.

The role

Do you want to see the rights of civilians respected in crises? Do you have the passion and drive to do something about it? This is an exciting opportunity for a dynamic and experienced Campaigner to join Oxfam's Conflict Campaign. You will be part of a team responsible for developing Oxfam's campaigning on humanitarian crises and delivering important successes to establish an Arms Trade Treaty that will prevent arms being misused around the world.

The person

You will be a creative and experienced Campaigner with excellent project management skills. You will understand and be able to shape campaigning strategies to achieve impact in both national and international contexts and you will have an understanding of campaigning in the global South. You will have a track record in popular campaigning, alliance work and communication strategies.

You will be a good team player, but able to act on your own initiative and prioritise tasks in a complex and challenging role. It is essential that candidates are innovative thinkers, self-motivated and possess excellent written and oral communication skills.

Salary & Benefits:

£23,950 - £30,050

Type of work:

Full Time

Location:

Oxford, United Kingdom

Languages needed:

English

Closing date:

08/30/2006

Date job appeared on the site:

08/10/2006

To apply:

To find out more about what you can do and to apply online, go to www.oxfam.org.uk/jobs quoting the following reference; C&P247. Alternatively, send a large SAE to Sophie Rutland, Campaigns Department, Oxfam, John Smith Drive, Cowley, Oxford OX4 2JY, quoting the job title and reference number.

Equality is at the heart of our work and the way we do it. We will treat you with dignity and respect, meet your working needs and support you to develop your potential with Oxfam.

Interviews: w/c 11 September 2006

Admin and Dispatch Manager, Peace News, UK

Peace News

Peace News is the monthly, independent, anti-war newspaper - serving the peace movement since 1936.

The Admin and Dispatch manager is responsible for ensuring the administration of subscriptions and the dispatch of Peace News plus the dispatch of associated merchandise.

For the right candidate there is the option of including additional finance-related work in this package.

This is a part-time post: 12 hours per week, or 14 hours per week if finance work included.

Deadline for applications is 21 August 2006

Applicants must be able to attend an interview in central London on 24 August.

The successful candidate must be able to start work on 11 September 2006.

Salary & Benefits:

£19,974 pro rata

Type of work:

Location:

Kings Cross, London, United Kingdom

Languages needed:

Date job appeared on the site:

08/10/2006

To apply:

Please visit <http://www.peacenews.info> and download an application pack (pdf). Alternatively, please call 0845 456 5183 to request a pack by post.

Field Officer, The Office of U.S. Foreign Disaster Assistance - Darfur, Sudan

The Office of U.S. Foreign Disaster Assistance (OFDA)

<http://www.globalcorps.com>

Description:

OFDA requires a Field Officer (FO) for Sudan in order to meet its program objectives. The incumbent will be responsible for assessing humanitarian needs; monitoring and evaluating DCHA humanitarian programs in the Field Officer's area of responsibility (AOR); assessing the effectiveness of relief activities supported or conducted by the Government of Sudan, the United Nations (UN), non-governmental organizations (NGOs), private voluntary organizations (PVOs), international organizations (IOs), and other donor countries; making recommendations on areas of focus for U.S. Government (USG) relief efforts; and providing written assessment and information reports to the Information Officer. This will be conducted in coordination with other USG disaster relief and humanitarian assistance activities, the UN, IOs, other bilateral donors, and NGO partners.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Darfur Team Leader or his/her designee, and in coordination with other DCHA Sudan Team staff, the FO will serve as a primary point of contact for OFDA in the field and will monitor, evaluate and report on DCHA-funded programs. The FO will be required to supervise and oversee the operations of the assigned field office including Sudanese national staff. This position requires substantial daily coordination with several DCHA staff members, as well as representatives from other USAID offices and the humanitarian community, and therefore requires a highly collaborative work style. The FO must be prepared to function effectively in a challenging and restrictive work environment and be willing to strictly adhere to U.S. Embassy security guidelines. The incumbent may be required to serve as a critical component of a USG disaster assessment team, a Disaster Assistance Response Team (DART), a Response Management Team (RMT), or to backfill other staff members in the overseas office. Foreign language ability in one or more major world languages is preferred. Strong verbal and written skills are critical for this position.

- Provide expert technical advice to the DCHA Sudan Team and DCHA's Washington-based offices on humanitarian needs and program activities in the AOR.
- Visit and evaluate DCHA-funded project sites in the AOR on a regular basis, as security permits. Report to DCHA on the quality of the grantee's work, noting deficiencies, attributes and evolving operational conditions.
- Monitor food, logistics, infrastructure, health, water, and sanitation conditions, as well as NGO and local organizational capacities, and the role of the UN in providing humanitarian assistance

to the region. • Analyze and provide regular reporting on issues related to the humanitarian situation, including the following: o the capacity, ability and level of activity of existing indigenous institutions to carry out relief programs; o the capacity and ability of the UN, donor governments, NGOs or PVOs to support or implement programs; o the capacity of local logistics infrastructure to support programs; o security situation impacts on personnel, convoys, and relief operations as they affect humanitarian activities; o problems or concerns in implementation of relief programs, and any other issues that require the attention of DCHA; and o overall coordination effectiveness and any recommendations for change. • Assist NGOs, IOs, and UN agencies that are developing proposals to ensure their compliance with “OFDA's Guidelines for Proposals and Reporting,” and review concept papers and proposals, providing recommendations/comments to OFDA for final funding determination. • Participate in coordination with the donor community on policy issues affecting humanitarian operations, and develop integrated, non-duplicative programs in the AOR. When delegated the authority by the Team Leader, the FO will represent the USG in relevant meetings and conferences, and facilitate, as requested, travel and briefings for official USG visitors interested in humanitarian issues. • Work without direct Team Leader supervision for extended periods of time. • Participate with implementing partners, key staff from the DCHA Sudan Team in Khartoum, and members of OFDA's Sudan program team in Washington, D.C. in setting priorities and implementing policies. • Identify and assess the humanitarian assistance requirements of the affected populations, including information on vulnerable groups, their locations, and existing relief programs, and make recommendations for the types of interventions necessary. • Coordinate closely with the DCHA Team in Khartoum and other field offices, and maintain a daily liaison with UN agencies, IOs, NGOs, PVOs, and other organizations regarding humanitarian activities. • Collect and consolidate emergency humanitarian information and provide it on a regular basis via field notes, cables, and verbal reporting to the Information Officer in Khartoum. Submit situation reports, assessment reports and end of tour report. • Under the guidance of the Administrative Officer, the FO will be required to provide day-to-day supervision for locally engaged staff, help provide some administrative oversight at the field office level, and help to coordinate travel itineraries for very important persons. • Operate OFDA communications and data processing equipment, including satellite telephones, cellular type mobile phones, and hand held radios. • May be required to operate a four-wheel drive, standard shift vehicle in cross-country conditions. • Assist U.S. Embassy staff with humanitarian assistance matters.

Qualification:

BASIC REQUIREMENTS AND SELECTIVE FACTORS: (Determines basic eligibility for the position.

Candidates who do not meet all of the basic qualifications and selective factors are considered NOT qualified for the position.)

- Bachelor's degree with significant study in or pertinent to the specialized field (including, but not limited to, international relations, economics, food policy or a related field) and no less than five (5) years of progressively responsible experience in emergency relief and humanitarian assistance, with no less than two (2) years of on-the-ground field experience in one or more of the following: monitoring and evaluating programs; conducting emergency relief or humanitarian assistance; needs assessments and/or analysis; emergency relief program operations; or post-emergency rehabilitation aid.

OR

- Master's degree with significant study in or pertinent to the specialized field (including, but not limited to, international relations, economics, food policy or a related field) or country, and no less than four (4) years of progressively responsible experience in emergency relief and humanitarian assistance, with no less than one (1) year of on-the-ground field experience in one or more of the following: monitoring and evaluating programs; conducting emergency relief or humanitarian assistance; needs assessments and/or analysis; emergency relief program operations; or post-emergency rehabilitation aid.

AND

- US Citizen; • Ability to obtain a Secret level security clearance; and, • Ability to obtain a Department of State Medical Clearance.

QUALITY RANKING FACTORS: (Used with interview performance and reference check results to determine the ranking of qualified candidates in comparison to other applicants. The factors are listed in order of importance from highest to least.)

QRF #1 Describe, in detail, your professional experience providing technical advice on humanitarian needs and existing program activities, and recommending appropriate interventions in a complex emergency response. Such experience to include identifying and assessing the needs of affected populations, ensuring quality programming and the reduction of duplicative programs;

QRF #2 Proven skill in verbal and written communication as demonstrated through the preparation and presentation of analyses, field assessments, data collection and program evaluations;

QRF #3 Demonstrated experience in the monitoring and evaluation of humanitarian assistance programming in a disaster situation or complex emergency response. Such evaluations to include organizational capacity, overall coordination effectiveness, and impediments to implementing effective relief initiatives;

QRF #4 Describe your experience working and/or liaising with a diverse portfolio of officials, authorities and organizations engaged in disaster response/preparedness and humanitarian assistance initiatives, including relevant USG foreign affairs agencies (such as the State Department, Department of Defense, and USAID Missions), UN and other International Organizations, and non-governmental organizations; and

QRF #5 Describe your professional experience in assisting NGOs to develop proposals and ensure organizational and program compliance with USG donor funding and program regulations.

WHERE AND HOW TO APPLY:

Qualified individuals are required to submit:

1. A complete U.S. Government Optional Form 612 with hand-written signature (downloadable forms are available on the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov> or at Federal offices) or www.globalcorps.com.

2. Supplemental document specifically addressing the five (5) Quality Ranking Factors (QRFs) shown in the solicitation.

Via mail: GlobalCorps, 1201 Pennsylvania Ave. NW, Suite 200, Washington, DC 20004 Via facsimile: (202) 315-3803 or (240) 465-0244 Via email: sudanfield@globalcorps.com

The most qualified candidates may be interviewed and required to provide a writing sample. OFDA will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for applicants being considered for selection.

Contact Information:

Amy Feldman

Phone:

202.661.9377

Email:

sudanfield@globalcorps.com

Apply by:

September 5, 2006

Recruiter for the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) - Washington DC

GlobalCorps

<http://www.globalcorps.com>

Description:

POSITION AVAILABLE - RECRUITER

XL Associates, Inc. is looking for personnel recruiters to support the U.S. Agency for International Development (USAID) in Washington, DC. These individuals will join our project team located in Washington to assist USAID offices in the Bureau for Democracy Conflict and Humanitarian Assistance (DCHA) in recruiting humanitarian assistance and disaster response personnel worldwide. The successful candidates will be highly organized, motivated, detail-oriented, and able to excel in a deadline-driven work environment. These individuals must be able to work closely with a variety of personality types, participate in public recruiting outreach efforts, and possess exceptional oral and written communication skills (English). While previous recruiting experience is a plus, it is not a requirement.

Duties: In order to support DCHA's needs, the following duties will be required:

- Serve as a primary point of contact and manage communication with current and potential applicants, DCHA staff, and the general public;
- Facilitate the recruitment process for DCHA staff, and provide administrative support from preparing and posting job announcements, to collecting application materials, conducting interviews, and checking references and academic

credentials; • Assist and advise DCHA staff on issues relating to the employment process including interview technique, employment law, and appropriate USAID policy; • Represent DCHA at external events and identify qualified recruitment sources, networking leads, job fairs, conferences, and advertising resources to recruit and further expand GlobalCorps' recruitment network; • Maintain, update, and further develop GlobalCorps' recruiting database, listserv, and networking lists; • Develop and update outreach and recruitment-related materials including information packets and presentations; • Assist in the design and administration of the GlobalCorps' website; and • Other duties as assigned.

Requirements: The following items are required to be eligible for consideration:

- U.S. citizenship;
- Bachelor's degree in a relevant field;
- Minimum of one (1) year of professional experience in an applicable international field (including, but not limited to, international development, humanitarian assistance, and international relations). Prior experience with USAID is preferred;
- Experience with basic Human Resources principles and regulations;
- Proficiency with MS Office Suite in network environment, and familiarity in creating and editing basic HTML (a skills test may be required); and
- Ability to obtain a DoD SECRET security clearance

To apply: To apply, please submit a resume containing your current contact information, and a signed cover letter explaining how your training and experiences have prepared you for the position.

Also, include the following sentence in your cover letter:

“By submitting this application, I agree to allow XL Associates, Inc. to verify all information included in the application package, including academic credential verification.”

Application documents may be faxed to 202.315.3803 or E-mailed to recruiter@globalcorps.com. This position is open until filled, but will close not later than September 4, 2006 at 5:00 p.m. EDT. Please note that interviewing and relocation costs, if any, will not be reimbursed. No phone calls, please.

Applicants selected for interviews will be notified directly.

Applicants who have applied for this position in the last 90 days need not re-apply.

Email:

recruiter@globalcorps.com

Apply by:

September 4, 2006

Office Manager, Brit Tzedek v'Shalom, the Jewish Alliance for Justice and Peace, Chicago

[Brit Tzedek v'Shalom, the Jewish Alliance for Justice and Peace](#)

The Office Manager oversees the administrative and technology functions of Brit Tzedek's national office, including the maintaining of the member management/fundraising and advocacy databases, daily office communications, mailings and purchases for Brit Tzedek's national office. The Office Manager reports to the Deputy Director.

Responsibilities:

- * Oversees daily office communications: answer phones, route incoming and outgoing snail mail and info email, files correspondence.
- * Maintains and manages Brit Tzedek's member management/fundraising and advocacy databases in coordination with the Technology Coordinator/Administrative Specialist. Maintain integrity of data including financial and contact information, elimination of duplicates, and unsubscribes in a timely manner.
- * Manages data relating to members, supporters, donors, and advocacy, including data entry of contact and other descriptive information into database, processing of incoming donations and production of acknowledgements; preparation of mass solicitation and renewal email and snail mailings to members and supporters. Production of periodic and ad hoc data reports, in cooperation with database manager as needed.
- * Researches, negotiates, and maintains contracts with equipment and service vendors including copiers, phone system, fax and postage machines, long-distance and cell phone services.
- * Provides logistical support for the office and organization as a whole: Maintains staff and board calendar; provides literature and materials to chapter leadership, Board, others as requested; tracks office supply needs and place orders.
- * Coordinates travel arrangements for staff and maintains travel calendar.
- * Provides assistance with meetings and special events.
- * Supervises administrative-related work of interns, administrative employees and consultants and temporary employees.
- * Other tasks as assigned.

Additional Qualifications:

- * Ability to learn quickly, communicate effectively and function with considerable autonomy and flexibility within a fast-paced, goal-oriented, productivity-conscious environment; ability to prioritize and meet deadlines; strong organizational, interpersonal and communication skills essential.
- * Experience in working in an office environment performing tasks similar to those described in

the job description.

* Strong grounding in office and internet technology; proficiency with Microsoft Office required; familiarity with Macintosh and PC platforms required; knowledge of databases required; knowledge of html a strong plus.

Typing speed minimum of 50 wpm.

How to Apply:

Please send a resume, cover letter, and writing sample to: aliza@btvshalom.org

Job posted on: August 16, 2006

Job Category:

Administration

Type:

Full time

Salary:

High 20s to mid 30s

Education:

Bachelor (BA, BS, etc.)

Languages:

English

Last day to apply:

September 15, 2006

Posted by:

[Brit Tzedek v'Shalom, the Jewish Alliance for Justice and Peace](#)

Area of Focus:

Peace and Conflict Resolution

Location:

Chicago, Illinois, 60603,

United States