



Career Services Newsletter
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Volume 2, Issue 12

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Job Search Spotlight

Organization Spotlight

Fellowships

Internships

Search for Common Ground, Washington D.C.

US-Iran Program Internship

The US-Iran Program of Search for Common Ground (SFCG) is seeking a part-time intern for Fall 2006.
Internship Opportunity

Starting Date: September

Search for Common Ground’s mission is to transform how individuals, organizations, and governments deal with conflict – away from adversarial approaches and toward cooperative solutions. We design and implement multifaceted programs that aim to resolve conflict and prevent violence, and we seek to help conflicting parties to understand their differences and act on their commonalities.

The US-Iran Program seeks to build bridges of understanding and mutual respect between Iranian and American citizens by providing meaningful contacts through *Track II*, unofficial, people-to-people exchanges. Search for Common Ground launched the US-Iran Program in 1998 as a response to the call of newly elected Iranian President Mohammed Khatami for a “dialogue of civilizations”. Building on its initial success in 1998 in bringing American wrestlers to Tehran to participate in an international wrestling tournament, the US-Iran Program has since organized exchanges in education, astronomy, the environment, film, philosophy, and the arts.

Intern responsibilities will include, but are not limited to:

- Research US-Iran relations, Iran-related news, events, and potential exchange projects
- Conduct outreach and collaborate on all people-to-people exchange projects
- Contribute to research and writing projects, including funding proposals, monthly program updates, and country analyses
- Process visa applications in cooperation with the Iranian Interests Section
- Coordinate participant travel and meeting logistics
- Manage US-Iran website content and organization
- Represent Search for Common Ground at conferences and meetings

The ideal candidate will exhibit:

- Interest in and knowledge of US-Iran relations
- Excellent writing, editing, and communication skills
- Attention to detail
- Comfortable in fluid, dynamic environment that can change rapidly
- Ability to work independently
- Farsi language proficiency very helpful

Application deadline: Immediately

This internship is part-time. The position is unpaid.

Please send cover letter and resume to:

Sonya Reines

US-Iran Program Manager

Search for Common Ground

1601 Connecticut Avenue, NW, Suite 200

Washington, D.C. 20009

sreines@sfcg.org

202-777-2240

www.sfcg.org

Intern Position, The Conflict Prevention and Resolution Forum (CPRF)

Search for Common Ground (SFCG) is a DC- and Brussels- based non-profit organization. Search for Common Ground's mission is to transform how people deal with conflict - away from adversarial approaches and 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.

SFCG is a sponsor of the Conflict Prevention and Resolution Forum (CPRF), launched in 1999 as a platform for exploring innovative and constructive methods of conflict prevention and resolution in the international arena. Rather than a typical Washington debating or briefing session, this forum seeks not only to inform its attendees about various perspectives in a conflict, but also to contribute to viable solutions to complex conflicts by providing a secure venue for stakeholders from various disciplines to engage with each other in cross-sector, or multi-track, problem-solving.

Forum sponsors include: Center for Strategic and International Studies, Joseph Montville; Center for Preventive Action/Council on Foreign Relations, William Nash; Conflict Management Program/SAIS - Johns Hopkins University, I. William Zartman; Project on Leadership and Building State Capacity /Woodrow Wilson International Center for Scholars, Howard Wolpe; Partners for Democratic Change, Raymond Shonholtz; Search for Common Ground, John Marks; United States Institute of Peace, Pamela Aall and the Alliance for Peacebuilding, Charles F. Dambach. The CPRF coordinator is based at SFCG.

Summary of Position

The CPRF intern assists the CPRF Coordinator in both programmatic and logistical aspects of the forum.

Start Date: September

Hours: Part-time, approximately 2 days per week for a minimum of 6 months. Must able to attend the CPRF on the second Tuesday of the month from 9:00-11:00am.

Responsibilities:

- Assisting with the coordination of the programmatic and logistical aspects of the CPRF, i.e. securing venues, contacting speakers and participants;
- Internet research of current conflict resolution issues;
- Maintenance of forum contact database;
- Maintenance of forum literature and meeting reports;
- General administrative tasks including file maintenance, faxing and phones.

The Ideal Candidate Will Exhibit:

- Knowledge and interests in conflict prevention and resolution;
- Attention to detail and strong organizational skills;
- Strong communication skills;
- Administrative experience;
- Knowledge of Microsoft Office programs such as Word and Excel as well as internet resources;
- Proactive attitude and ability to work independently.

To Apply: Please send a cover letter and resume to Sonya Reines at sreines@sfcg *Please note that no compensation or benefits are provided.

World Affairs Programs Intern , Washington D.C.

The World Affairs Intern works in the World Affairs Programs Office assisting in the administration of educational programs concerning a broad spectrum of international issues. These programs include international topical conferences and Ambassadorial briefings organized in cooperation with the Department of State; a series of six weekly seminars held twice annually in cooperation with the Smithsonian Institution; evening seminars on international issues; outbound orientations for corporate clients relocating abroad; and other public affairs programs organized periodically for invited audiences.

The World Affairs Intern reports to the Senior Program Manager of World Affairs.

Duties and Responsibilities:

- Assist in coordinating and implementing of all World Affairs programs.
- Draft and prepare appropriate materials for seminars and evening programs, including invitations, agendas, biographical summaries, placards, etc.
- Perform preliminary research on speakers, regions, and internationally relevant issues.
- Maintain databases of events, speakers, and guests using Microsoft Access, Word, and Excel.
- Coordinate with the Program Manager of World Affairs in managing correspondence with speakers.
- Assist in other departments on an as needed basis.

Qualifications:

The ideal candidate will be a college junior or senior, working toward a B.A. or B.S. in a related field (international relations, political science, public policy) or the equivalent in experience. Recent graduates will be considered. Candidates should be highly motivated with superb communication and organizational skills, and must be a team player with the ability to follow through on long term projects with limited supervision. Previous experience with Word, Excel,

Access, and email systems required. Experience with Adobe PageMaker and Power Point a plus.

Please send cover letter, resume, and the days you are available to: Mary Itz (mitz@meridian.org) in the World Affairs Division if interested. No calls please.

Position open until filled.

Last updated: August 15, 2006

Fall Policy Intern, The National Security Network, (Washington, DC)

The National Security Network is a new organization that is fostering a strong, responsible, progressive national security vision for the 21st century. The Network brings foreign policy and national security experts together, gathers the best ideas, clarifies the message, and gets the ideas where they need to go

The Washington, D.C. office is currently looking for an intern to write, edit and research key issues of U.S. foreign policy. The intern will work closely with the Executive Director.

This is a unique opportunity to have a significant impact with a start up organization and interact with leaders in the progressive foreign policy community. Additionally, the organization's offices located inside the Center for American Progress will give the intern an opportunity to attend events and network with a broader community of interns and experts.

Responsibilities of the intern will include (but are not limited to):

- Writing and editing issue briefs, talking points and op-eds on key national security issues
- Contributing to a biweekly foreign policy newsletter to the membership
- Monitoring and updating content on the website and on an interactive archive managed by the organization
- Assisting with general administrative duties

Preferred Qualifications:

- Strong writing abilities
- Currently pursuing a Masters in International Relations or a related field (or relevant work experience)
- Relevant research experience
- Ability to work independently in fast paced dynamic start up environment
- Flexibility to handle diverse tasks
- Familiarity with MS Office
- Related administrative experience
- Candidates should be able to work a minimum of 16 hours per week

Resume and writing sample should be sent to Ilan Goldenberg at igoldenberg@nsnetwork.org.

Position open until filled.

Legislative Intern Position Fall 2006, Natural Resources Defense Council

NRDC's Legislative Program is accepting applications for unpaid internship positions beginning mid to late September 2006. The Legislative Intern works directly with program and advocacy staff tracking legislation, distributing materials to congressional staff, conducting research and helping draft advocacy documents, attending briefings and hearings on timely environmental issues, and working with coalitions of national environmental organizations, as well as other duties that may arise in this active work environment. Interning at NRDC's Washington office offers unique exposure to Congress at an organization with a long track record of successful participation in natural resources policy.

Candidates for this internship should be an advanced undergraduate or attending graduate school and be available to work at least 30-35 hours per week. Applicants should send resume or C.V. to:

Legislative Program
Natural Resources Defense Council
1200 New York Ave. NW; Suite 400
Washington DC, 20005.
Fax: 202-289-1060 or dc_internships@nrdc.org

About NRDC

NRDC uses law, science, and the support of more than 1 million members and activists nationwide to protect the planet's wildlife and wild places and to ensure a safe and healthy environment for all living things. In addition to our New York headquarters, we have three regional offices. The Washington DC office spearheads NRDC's national advocacy efforts.

In the 1970's Congress enacted a remarkable series of new laws -- including the Clean Air Act, the Clean Water Act, and the Endangered Species Act -- that establish regulatory safeguards and enable environmentalists to use the courts, the bargaining table and even the marketplace to clean up our air and water, protect wilderness and wildlife, and improve the safety of the food we eat and the water we drink.

NRDC's legislative team is dedicated to protecting and building upon the framework of environmental law. We press for vital new programs to meet such difficult challenges as global warming, urban sprawl, air and water pollution, depletion of our fisheries, pesticide threats to children's health, and, of course, disappearing wilderness and wildlife. We also keep the public and the media informed about attempts to roll back environmental and health protections or circumvent the democratic process with "riders" quietly attached to budget bills. We've successfully rebuffed numerous such attacks in recent years, and will continue our fight to

defend -- and strengthen -- our nation's environmental laws.

Last updated: August 16, 2006

Internship, Organization of the Islamic Conference - New York, NY

www.oic-oci.org

Description:

Internship Programme at the OIC Permanent Observer Mission in New York

The Organization of the Islamic Conference (OIC), with its headquarters in Jeddah, Saudi Arabia, is the world's second largest inter-governmental organization after the United Nations, with 57 Member States spread across different geographical regions of the world.

Program Description: The Permanent Observer Mission of the Organization of the Islamic Conference to the United Nations in New York is providing a limited number of unpaid internships to college graduates, and, exceptionally, to college seniors during the upcoming 61st Session of the United Nations General Assembly. The internship programme will begin in September 2006 and continue until December 2006. Preference will be given to candidates holding Master's degrees, applicants from OIC member states, and to those individuals that are able to intern full-time.

The Organization promotes solidarity and cooperation among its Member States in the political, economic, social, scientific, cultural and commercial spheres. In New York, the OIC Observer Mission coordinates the positions of the OIC Member States on issues of their common concern in the United Nations General Assembly, the Security Council, the Economic and Social Council and other UN bodies. The Permanent Observer Mission of the Organization of the Islamic Conference to the U.N. in New York is also entrusted with:

Following all matters of interest to the Islamic Conference at the United Nations;

Coordinating the diplomacy of OIC Member States at the U.N.;

Maintaining close contacts with the UN Secretariat;

Creating, maintaining and strengthening working relations with the UN specialized bodies and institutions as well as the International Committee of the Red Cross (ICRC);

Creating, maintaining and strengthening contacts with Member States of the UN.

Duties: The internships, which are unpaid, but attract university credits, are intended to expose selected students, under appropriate supervision and guidance, to the activities of a major inter-governmental organization, and its participation in the work of the United Nations. These involve desk studies and orientation to the OIC's policies, and programmes; familiarization with the issues of OIC's concern at the United Nations in the political, economic, social and

humanitarian spheres; attendance at meetings and drafting issue papers and reports. The work is intense and instructive.

Application procedure: Applicants from a wide variety of backgrounds and academic disciplines will be considered for the internship programme. Candidates should write to the Permanent Observer of the OIC to the United Nations [130 East 40th Street, (5th floor) New York, NY 10016], enclosing a concise but complete resume, and indicating the reasons that have influenced them to seek this experience. The applications should include 3 references, at least one of which should be from their University faculty. Further clarifications, if any, may be obtained by communicating with the OIC office by sending an email to: ois@un.int

Qualification:

The internship programme will begin in September 2006 and continue until December 2006. Preference will be given to candidates holding Master's degrees, applicants from OIC member states, and to those individuals that are able to intern full-time.

Contact Information:

Meena

Phone:

212.883.0140

Email:

ois@un.int

Apply by:

September 18, 2006

Middle East Volunteer Opportunities, Interfaith Peace-Builders

Interfaith Peace-Builders (IFPB), a newly independent organization formerly associated with the Fellowship of Reconciliation, is currently seeking volunteers for a variety of projects to assist in planning and supporting delegations to Israel/Palestine.

Volunteering with IFPB would provide an opportunity to participate in the development stages of a newly independent non-profit, work for greater understanding about Israel/Palestine in the US, and advocate for a more balanced US policy in the region.

To learn more about our program, please visit: <http://www.forusa.org/programs/ipb>.

Volunteers are accepted year-round, for any amount of time commitment. People of all ages and backgrounds are welcome.

Projects can range from office support to projects that volunteers are interested in pursuing. Please contact Mike Daly for more information at: middleeast@forusa.org

Jobs

Policy Associate, Hunt Alternatives Fund, Washington D.C.

Region:East

Location: Washington, DC

Description:

Policy Associate

Hunt Alternatives Fund includes an operating foundation and a private grant making foundation that advance innovative and inclusive approaches to social change at local, national, and global levels.

The incumbent of this position reports to the director of The Initiative for Inclusive Security.

Responsibilities

- Assist efforts to shift the perception from women as "victims of conflict" to women as "resources for stabilization", helping ensure that the policy shaping process includes the contributions and expertise of women peacemakers
- Help shape the production of written documentation that highlights ways to promote women's inclusion based upon research and policy recommendations
- Contribute to the creation of a body of official resolutions, documents, and communiqués that document and testify to the importance of including women in peace-building activities and negotiations
- Help reach out to policy shapers in the United Nations, the US Government, particularly the Department of Defense, as well as select think tanks, and research and advocacy institutions
- Engage, influence, and initiate new relationships with policy shapers whose work is relevant to the overall goals of the Initiative; conduct meetings in person or via phone to develop new strategic partnerships with key policy shapers from the US and other governments, leading NGOs concerned with policy issues, major international organizations, as well as policy shapers within media, academia, foundations, etc.
- Work with other staff people to organize briefings for policy shapers with the goal of promoting the Initiative; this includes briefings in Washington, DC and New York at organizations such as the United Nations, US Department of Defense, and others to expand our outreach within the policy community
- Travel to New York and elsewhere to develop and implement relevant policy events and meetings; provide support for strategic site visits

Qualifications

- Experience working on issues of conflict resolution and transformation, and gender issues, as they relate to peace and security
- Work experience with the US policy community; background with the United Nations and/or the US Department of Defense desirable
- An advanced university degree in international relations, conflict resolution, or related field desirable
- Exceptional written communication skills; demonstrated research skills and ability to synthesize, analyze, and present materials
- Ability to manage a project from start to finish
- Organized with an ability to prioritize and attend to multiple assignments
- Exceptional interpersonal, and presentation skills; strong team player
- Ability to thrive in a fast-paced environment; high energy and enthusiasm
- Good attitude and mature judgment
- Fluency in Microsoft Office applications (Word, Power Point, and Excel); Lotus; Internet skills
- Oral and written fluency in English; other language skills desirable
- US citizen or valid work visa

We encourage both men and women to apply for this position.

How to Apply:

Please submit your cover letter, resume, and a one to three page writing sample to adminjobsearch@huntalternatives.org.

Source: Idealist.org

Court ADR Resources Director, Maryland Mediation & Conflict Resolution Office, Maryland

Opening Date:	August 18, 2006	Closing Date:	Open until filled
Job Title:	Court ADR Resources Director	Position Type:	Regular Full Time
PIN:	083589	FLSA Status:	Exempt
Location:	Maryland Mediation & Conflict Resolution Office (MACRO) \$48,195 - \$71,188 Annapolis, Maryland	Grade/Salary Range:	J15 Entry Range: J15 \$48,195 - \$57,761 (Depending on Qualifications)

Financial Disclosure: Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: The major focus of the Court ADR Resources Director is to work collaboratively with judges, lawyers, and other appropriate court personnel in Maryland's Circuit Courts across the state to help advance their court ADR programs. Functions include helping courts: identify ADR needs, apply for MACRO grant funds, identify training needs, design and develop pilot programs, draft or amend rules, procedures and forms, formulate action plans, promote and increase awareness about ADR programs, analyze evaluative data, monitor ADR programs and problem solve. This position also works closely with the District Court ADR office to help support its goals. Responsible for developing and coordinating a new Court ADR Network to enhance communication for all court ADR program coordinators and administrators in the Circuit and District courts; oversees MACRO's new innovative Court ADR Program's System of Assessment Project (CAPSAP) which consists of a web-based data collection and reporting system. Assists in coordinating MACRO's ADR public awareness campaign and works collaboratively with all MACRO staff in all aspects of MACRO's multi-faceted work.

Education: Juris Doctorate and completion of 40 hours of mediation training.

Experience: Five years of relevant professional experience in law, dispute resolution, court administration, or related field.

Preferred: Familiarity with Maryland court and legal systems. Experience conducting ADR training, with evaluations and data analysis and with media, website design and maintenance.

Skills/Abilities: Knowledge of all forms of ADR, computer literacy, outstanding communication skills and ability to be a self starter, to collaborate, to prioritize, and to manage multiple projects simultaneously. Ability to resolve complex multi-party conflicts. Outstanding negotiation and diplomacy skills, group facilitation skills, dynamic presentation skills and experience in public speaking. Ability to travel to various locations throughout the state and country and to work overtime as needed. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

A writing sample is required at the time of application.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov <mailto:jobs@courts.state.md.us> (Zip files not accepted)**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.

Web Assistant, Center for World Religions Diplomacy and Conflict Resolution

I am looking for someone to help me re-tool a website, start up a blog, and learn how to update these sites myself. The website already exists but needs to be altered, and the blog is almost designed. I am thinking of an initial intensive amount of work, plus some ongoing work with me, perhaps an hour a week. I am willing to pay \$11 an hour. Please email me. Thanks!

Dr. Marc Gopin
James H. Laue Professor of World Religions, Diplomacy and Conflict Resolution
Director, Center for World Religions, Diplomacy and Conflict Resolution
Institute for Conflict Analysis and Resolution, George Mason University
3330 Washington Blvd, MS 4D3
Arlington VA 22201
703-993-1308
f. 703-993-1302
Center: 703-993-4473
www.gmu.edu/departments/crdc

Community and Intergroup Conflicts Program Coordinator - Korean Speaker, Los Angeles

**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, The National Organizations 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 Director, The Pluralism Fund, Washington, DC or New York City

The Pluralism Fund (TPF) is a new nonprofit 501(c)3 member organization committed to supporting the development of pluralistic civil society in majority Muslim countries in the Middle East and Central Asia. The Fund currently has two countries of focus: Iran and Pakistan. Its mission is to promote pluralism, tolerance and respect for the rights of all, particularly women. It seeks to build an engaged, informed community in the US and encourage international philanthropy. The Fund provides grants to established grassroots organizations in focus countries and conducts educational programs within the US. Fund has been under volunteer leadership since 2002. As first full-time professional leader, the Executive Director will have unparalleled opportunity to shape the institution. Executive Director must possess both strong organization-building and representational skills. The ED reports to the Board of Directors, who will remain active in the implementation of program in the first year. The ED will determine headquarters location; set up and manage office and infrastructure, set overall direction and priorities, oversee annual budget and planning, hire staff and consultants as needed. ED will implement effective outreach and development strategies and represent the Fund to media, members, partners, funders, policymakers and other interested parties. ED will lead two annual trips, one each to

Pakistan and Iran, in partnership with in-country consultants.

QUALIFICATIONS AND EXPERIENCE: English fluency. Track record of independent and effective program management. Proven leadership in organizing, directing and conducting executive level conferences, forums of program-related experts and related symposia. Proven experience in recruiting individual donors and foundation support. Experience with the geographic area of focus. Experience in international grants management. Minimum of seven years of progressively more responsible management experience in field related to the Fund's mission. At least three years in senior management. Ability to travel 15% to 20% of time. Advanced degree work in program related field, preferred. Technical competency in Microsoft Windows application suite.

To apply for this position, please submit resume by email to Ruth Thompson, SUSAN CLAMPITT + Associates Executive Search, at PluralismFundED@aol.com.

The Abraham Path Initiative International Coordinator

Background and Scope

The Abraham Path Initiative (API) (www.abrahampath.org) is a project of the Global Negotiation Project at Harvard University. The purpose of the Initiative is to open a secure walking trail and pilgrimage route in the Middle East retracing the legendary footsteps of the Prophet Abraham from Harran in southern Turkey to Hebron/Al-Khalil in Palestine.

The project has made tremendous strides to date, due to the hard work of many individuals around the globe. The current need is to bring on board an International Coordinator who will be able to work with an Executive Team and Board of Directors as well as a growing number of Host Committees in the Middle East region to implement the project.

We are currently building an Executive Team consisting of three persons:

1. Managing Director, Dr. Josh Weiss (Harvard). Responsible for overall project coordination.
2. International Coordinator (this position).
3. Development Director, Dr. Martha Gilliland. Responsible for fund raising, strategic communication, and partnerships.

This Executive Team, working with the Steering Committee and the regional Host Committees, will develop the overall strategy for the API. The Executive Team will be responsible for the day-to-day operation of the API, working with project staff, vast networks, and volunteers. Lines of authority and responsibility will be determined as the Executive Team and Steering Committee is assembled.

Job Description

Title: International Coordinator of The Abraham Path Initiative

Hours: Full-time position

Commitment: 2 year commitment requested; there is a six month trial period from the date of hiring.

Salary Range: negotiable.

Start Date: Immediate.

Base: Can maintain own office; ease of contact essential with Harvard office and regional partners.

The International Coordinator is primarily responsible for being the leading figure of the API in its contacts and work with interested parties in the Middle East region. The work will involve frequent travel to the Middle East—perhaps as much as six months per year total. He or she is also responsible for coordinating this regional work closely with the API organization as a whole. The position will require trips to confer with staff at Harvard office approximately every three months.

Because this project extends deeply into the societies of six (or more) Middle Eastern countries that are or have been hosts to a generations-long regional conflict, the position of International Coordinator requires above all a person who possesses diplomatic skills of personal ease, equanimity, and warm-heartedness. Other essential capacities are patience, the ability to work well and creatively in teams, and to be an excellent listener. Other duties, responsibilities, skills and personal qualities are listed below.

Upon hiring, the International Coordinator will engage in a period of training and work with Dr. William Ury, Chairman of the API Steering Committee, Dr. Josh Weiss, Managing Director, and Elias Amidon, who has performed many of the functions of the International Coordinator to date.

Duties and Responsibilities

- Network and build support in each country in the region – meeting with people from across the political, religious, business, and civic spectrums (particular emphasis on moderate and conservative groups); this includes work at the diplomatic, university, and local government levels;
- Work with staff and on-the-ground contractors in the Middle East;
- Work with the Regional Coordinator (Mr. Osama Al-Nouri) on all issues related to the API in the region;
- Help establish and coordinate Country Host Committees in the Middle East;
- Work closely with the Route Surveying Coordinator and Guidebook Coordinator (Mr. Daniel Adamson) as his work develops;
- Externally promote project to a variety of audiences in the region, including working with regional staff and volunteers in introducing the Abraham Path to local villages and citizens along its route;
- Responsible for various writing tasks associated with the project's development in the region—i.e., letters to regional leaders, reports, planning documents, articles, etc;
- Fundraise in the region;
- Develop media strategy for the region;
- Keep a close ear to political and cultural developments in the region as they pertain to the progress of the API; advise the API as a whole on sensitive areas relating to political,

cultural, and religious issues, i.e., language used in API documents and website materials, etc.

Important Qualities and Skills

- A deep resonance with and commitment to the mission and vision of the Abraham Path Initiative;
- Ability to travel consistently in the Middle East region;
- Fluency and excellent writing ability in English a must; proficiency in Arabic very desirable; Hebrew and Turkish a definite plus;
- Exceptional interpersonal skills including the ability to build alliances and communicate with a broad range of interest groups;
- Professional appearance and dress;
- Good speaking skills;
- Good ability to work well in teams;
- A significant professional network relevant to the Initiative;
- Ease in interacting with political and religious leaders;
- Solid negotiations skills -- highly persuasive to different audiences;
- Excellent capacity to listen;
- Background in business and economics is a plus;
- Significant international experience, with emphasis and expertise in the Middle East region;
- Knowledge and understanding of the three Abrahamic faiths and other world religions.

If you would like to apply for this position please send a cover letter and resume to Dr. Josh Weiss, Managing Director, Abraham Path Initiative. Please send via email – jweiss@law.harvard.edu

Executive Assistant, The Fund for the Erevna Intl Peace Center -

- Washington, DC/Cyprus

Region: Middle East

Location: Washington, DC/Cyprus

Description:

Executive Assistant

The Fund for the Erevna Intl Peace Center is a DC area based support organization for an ecumenical, non-sectarian, international peace center based in Cyprus. We are in immediate need of a part time Executive Assistant who can work both independently and collaboratively on multiple projects to help us expand our operations, programs and funding sources. The current workload is 4-5 hours/week, which is expected to grow to a 10-15 hour weekly commitment by the end one year and is expected to expand beyond that

within several years.

Range of Duties:

Admin

Basic acctng

Grant research, development and management

Program and event planning, management, and evaluation

Tracking and coordinating required legal and

accounting forms with our professionals

Additional Qualifications:

BA (AA degree if applicant has extensive admin experience)

Strong computer based admin skills (Word, Excel)

Basic acctng (Quickbooks)

Program and event management experience

Strong communication and writing skills

Strong people skills and confidence and comfort at

working dinners and meetings with academics and

professionals from all over the world.

How to Apply:

Send resume and cover letter with availability and any salary requirements via email (.doc or .pdf) to

sglmd@feipc.org

Director of Development, The Interfaith Alliance Foundation, Washington D.C.

The Director of Development is responsible for the management and implementation of all aspects of the fundraising program of The Interfaith Alliance and The Interfaith Alliance Foundation. The Director works with the President and Vice President to build and enhance the organizations' sources of financial support and to ensure that organizational revenue goals are met. The Director supervises development staff, interns, and consultants and maintains relationships with top individual and institutional donors. The Director works with program staff to integrate fundraising strategies and program development.

Principal Duties and Responsibilities:

1. Creates an annual development plan and income goals, in consultation with development staff and consultants.
2. Works with the President, Vice President and Boards in initiating, cultivating, and maintaining organizational relationships with top individual and institutional donors.
3. Travels with the President and Vice President to support fund raising meetings and events. (Approximately 25% of the job is travel.)
4. Serves as a member of the leadership team responsible for day-to-day organizational management.
5. Works throughout the organization to further establish, position and strengthen The Interfaith Alliance brand.
6. Creates and maintains a department that does high quality professional work in an atmosphere of collegiality.
7. Supervises the Deputy Director of Development, who manages the major donor program, fund raising events, donor research, and grant proposal and report preparation.
8. Oversees direct marketing program, taking primary responsibility for creative content, budget development, and long-term planning. Supervises the Direct Marketing Associate, who manages the consulting firm and vendors related to production and systems maintenance.
9. Works with the Director of Finance and Administration to develop annual budget, determine cash flow, and produce periodic reports for the Boards of Directors.

10. Oversees member services activities conducted by the Member Services Coordinator, providing guidance and support in responding to member questions and concerns.
11. Provides consultation and training on fundraising to local activists and affiliates.

Qualifications:

- ? Five or more years of progressively responsible non-profit development experience.
- ? Expertise in major donor cultivation, foundation relations, and direct marketing.
- ? Exceptional leadership and management skills.
- ? Experience working with boards and other volunteers.
- ? Superior writing skills.
- ? Exceptional ability to juggle multiple tasks and take initiative. Known to remain cool under pressure and consistently meet deadlines. Ability to take calculated risks.
- ? Ability to work collaboratively.
- ? Able to represent The Interfaith Alliance as a spokesperson.
- ? Visionary: ability to think strategically about promoting the organization's mission and issues.
- ? Strong interpersonal skills and sense of professionalism.
- ? Creativity and enthusiasm.
- ? Solid computer skills.
- ? Commitment to organizational mission.

Additional Qualifications:

How to Apply:

Please send a resume, cover letter, writing sample, references, and salary history to:
employment@interfaithalliance.org (Type "Director of Development" in the Subject Line)
or FAX 202-639-6375, attn: Employment – Director of Development

Faculty Advisor, The National Youth Leadership Forum on Defense, Washington D.C.

The National Youth Leadership Forum on Defense, Intelligence and Diplomacy (NYLF/DID) gives high-achieving high school students an up-close look at careers and current issues within the Defense, Intelligence and Diplomatic communities. NYLF/DID seeks dynamic and energetic individuals to serve as faculty advisors for its series of six-day intensive programs in Washington, D.C. Prospective staff must be dedicated to providing unique learning experiences to outstanding high school students. This is a full-time, temporary position with opportunities for advancement and continued employment.

Responsibilities Include:

- Facilitating discussions and activities about leadership, national security and international relations with a group of 20-25 students.
- Responding to general student questions and alerting management staff of special needs
- Accompanying students on defense, intelligence and diplomacy-oriented site visits in the Washington, D.C. area
- Providing supervision and assistance in residence at the program site
- Assisting with program logistics and other event-related responsibilities, as needed

Requirements:

- Bachelor's degree

- Ability to work non-traditional hours
- Ability to reside on-site while programs are in session

Experience in one or more of the following areas:

- Mentoring/youth programs
- Student affairs or teaching
- Experience in the military, government and/or foreign affairs

Dates of Employment:

Training: September 25-29, 2006

Session 1: October 3 - 8, 2006

Session 2: October 10 - 15, 2006

Session 3: October 17 - 22, 2006

Session 4: October 24 - 29, 2006

Please note: An offer of employment may include all of these sessions or a combination thereof, based on the staffing needs of NYLF/DID and/or your availability.

Remuneration:

\$400 for training (approximate based on hours worked). \$750 per session (approximate based on hours worked) plus meals and housing while the program is in session.

How to Apply:

Apply at <http://www.nylf.org/jobs>

World Affairs Programs Intern

General Description:

The World Affairs Intern works in the World Affairs Programs Office assisting in the administration of educational programs concerning a broad spectrum of international issues. These programs include international topical conferences and Ambassadorial briefings organized in cooperation with the Department of State; a series of six weekly seminars held twice annually in cooperation with the Smithsonian Institution; evening seminars on international issues; outbound orientations for corporate clients relocating abroad; and other public affairs programs organized periodically for invited audiences.

The World Affairs Intern reports to the Senior Program Manager of World Affairs.

Duties and Responsibilities:

- Assist in coordinating and implementing of all World Affairs programs.
- Draft and prepare appropriate materials for seminars and evening programs, including invitations, agendas, biographical summaries, placards, etc.
- Perform preliminary research on speakers, regions, and internationally relevant issues.
- Maintain databases of events, speakers, and guests using Microsoft Access, Word, and Excel.
- Coordinate with the Program Manager of World Affairs in managing correspondence with

speakers.

-Assist in other departments on an as needed basis.

Qualifications:

The ideal candidate will be a college junior or senior, working toward a B.A. or B.S. in a related field (international relations, political science, public policy) or the equivalent in experience. Recent graduates will be considered. Candidates should be highly motivated with superb communication and organizational skills, and must be a team player with the ability to follow through on long term projects with limited supervision. Previous experience with Word, Excel, Access, and email systems required. Experience with Adobe PageMaker and Power Point a plus.

Please send cover letter, resume, and the days you are available to: Mary Itz (mitz@meridian.org) in the World Affairs Division if interested. No calls please.

Position open until filled.

Last updated: August 15, 2006

Anti-corruption specialists, Chemonics International, Philippines

[Chemonics International](#)

Location country: Philippines

Closing date: 30 Aug 2006

Job Description

Chemonics seeks long-term anti-corruption specialists for a two-year project in the Philippines. Funded through the Millennium Challenge Corporation and contracted through USAID, the project will support anti-corruption efforts by strengthening Philippine institutions.

Qualifications:

- 5 years of anti-corruption experience
- 5 years of relevant experience in the Philippines or other developing countries
- Prior ombudsman, investigation, and prosecutorial work
- Experience managing and implementing donor-funded projects, preferably with USAID
- Strong communications and teamwork skills
- Advanced law degree preferred

Finalists will be contacted.

Vacancies Contact

Send electronic submissions to mccphilippines@chemonics.com by August 30, 2006. Include the position title in the subject line. No telephone inquiries, please.

Reference Code: RW_6RVM24-4

Global Security Advisor, Mercy Corps, Portland, OR

[Mercy Corps](#)

Location city: Portland, OR

Location country: United States of America

Closing date: 22 Sep 2006

Job Description

PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps fields approximately 2,000 staff in 35 countries around the world. Many, if not most of these countries exhibit extraordinary security environments which include threats of high criminality, corruption, terrorism, landmines, warfare, kidnapping and the myriad of dangers that are endemic in civil conflict and failed states. Mercy Corps' staff have been killed and injured, Mercy Corps' assets have been stolen or destroyed and the agency's programs have been interrupted or inefficient due to the impact of these threats. There is every indication that the security environment in which we work will continue to decline in the foreseeable future. Mercy Corps is a humanitarian organization which values inter-agency collaboration and approaches security through principles that have been developed in close cooperation with others in the humanitarian community. Among those principles are those embodied in the IFRC Code of Conduct and the acceptance-protection-deterrence triangle as developed by InterAction.

GENERAL POSITION SUMMARY:

The Global Security Advisor (GSA) will reduce the vulnerability of Mercy Corps' staff and programs to the dangers inherent in the security environment by empowering our field offices to better 1) assess risks and, 2) design and implement effective security strategies.

ESSENTIAL JOB FUNCTIONS:

Training and Orientation Provide staff security training opportunities through several mechanisms. Provide ad hoc training to field offices during routine field visits or upon request of a field office.

Manage an ongoing effort to provide Country Directors with Security Management Training opportunities. Coordinate an annual staff training program designed to disseminate appropriate security messages to field staff at all levels. Portions of this training program may be outsourced or run in conjunction with qualified consultants or organizations such as RedR.

Facilitate Mercy Corps staff participation in appropriate security training opportunities offered by other organizations (RedR, Reuters, ICRC, UN, etc) by circulating information about these courses and assisting with financing.

Work with other NGOs to create coordinated training opportunities in specific environments.

Develop an effective security orientation format for new staff (local and expat) for implementation at a HQ and/or field level.

Information Management:

- Coordinate a multi-directional communications flow for security information. Identify a variety of information sources (UN, ISOS, Governmental sources, etc) and ensure that field offices are aware of and able to monitor these sources.
- Develop a simple system of incident reporting and monitoring for Mercy Corps. Maintain a resource library of security materials available to the field offices.
- Maintain a repository of Mercy Corps security plans and field generated materials.

- Guidelines, Planning and Minimum Operating Standards for Security Develop the Mercy Corps Field Security Manual, including planning guidelines and a phase-based Minimum Operating Standards for Security.
- Work with field offices to ensure that each office has a current and appropriate security plan (revised at least once per year). Security plans will include compliance with Minimum Operating Standards for Security (MOSS) linked to a common phase system tailored to the local context.

Technical support: The GSA is not expected to be a tactical security expert, but rather s/he will develop a roster of experts that can be called upon for field security audits and advice when requests from the field exceed the GSA's technical depth. The GSA will make field visits, respond to emails and calls and review security plans, providing advice and feedback as appropriate.

Networking: The GSA will place high value on inter-agency coordination in security; encourage Mercy Corps field-level coordination in the NGO community; seek opportunities for formal and informal cooperation; develop a network of relationships with peers in the humanitarian community (UN, NGO, ICRC, appropriate governmental offices, etc); develop and engage Mercy Corps' internal network of Security Focal Points and encourage inter-communications between them.

General: The GSA will work within the spirit of this job description to advise the Director of Global Emergency Operations, the Directors of Operations, the Country Directors and the Security Focal Points on matters of security concern, and to seek new avenues which may provide greater security to Mercy Corps staff, programs and assets.
Organizational Learning

As part of Mercy Corps' agency-wide Organizational Learning Initiative, all team members are responsible for spending 5% of their work time in formal and/or non-formal professional learning activities. SUPERVISORY RESPONSIBILITY: This position currently holds no supervisory responsibility.

ACCOUNTABILITY: REPORTS DIRECTLY TO: Director, Global Emergency Operations **WORKS DIRECTLY WITH:** Security focal points, Country Directors, HQ-based Program Officers and Directors of Program Operations.

KNOWLEDGE AND EXPERIENCE:

Graduate degree in a relevant field Minimum of five years' field experience related to humanitarian response
Substantial prior experience with adult learning and organizational development
Substantial prior experience in NGO security management

SUCCESS FACTORS:

The successful Global Security Advisor will have strong communication, flexibility and diplomacy skills. As this is an advisory role, the GSA must focus on understanding the conditions and concerns of the various Mercy Corps field offices and respond to them in a way that meets local needs, while enhancing the security environment. S/he will not protect Mercy Corps staff per se, but will strive to empower our Country Directors and staff to better protect themselves. It is imperative that the Global Security Advisor have a clear understanding of, and willingness to work within the culture and mandate of humanitarian response.

Vacancies Contact

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

Reference Code: RW_6SJTWP-99

Consultant - Global Call to Action: Stop Rape in War Initiative, International Rescue Committee

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

Location country: United States of America

Closing date: 15 Sep 2006

Job Description

Background:

Following a series of consultative meetings, a global initiative is being developed to stop sexual violence during armed conflict by galvanizing a global movement that will lead to tangible and measurable progress in reducing and ultimately stopping rape in war. The objectives of this initiative, which is initially being guided by a provisional Steering Committee of six non-governmental organizations, include influencing governments, UN agencies, combatants and communities to: prevent incidents of rape in war by implementing specific actions that reduce exposure to risk; decrease the level of impunity by establishing accountability mechanisms relevant to the roles and responsibilities of individuals, institutions, and governments in the maintenance of social order; and reduce the tolerance of rape in war through interventions that address social norms, attitudes and behaviors related to gender equity.

Position Description:

A consultant is currently being sought to work with guidance and supervision from the Steering Committee to:

- Research and further develop a framework and organizational structure for a Global Call to Action: Stop Rape in War initiative including an operational timeline and performance benchmarks; governance structures; and a strategy for stakeholder participation and collaboration.
- Lead development of the advocacy campaign plan to effectively achieve the initiative's objectives. This includes identifying advocacy priorities and strategies and developing key advocacy messages. The advocacy campaign will be designed to actively engage global stakeholders and reach all advocacy target audiences, including but not limited to, government agencies (US and worldwide), military forces, the United Nations, intergovernmental and multilateral institutions, the NGO community, and non-state actors.
- Propose a fundraising strategy, identify potential donors, and develop and submit proposals for the initiative.

Position Requirements

- Minimum 10 years experience in advocacy and global campaign design and management, from conceptualization to implementation, preferably on international issues related to human rights or other issues of similar sensitivity.
- Demonstrated understanding of the complexity of gender issues worldwide, particularly the relationship between social and cultural norms, politics, economics, and sexual violence.
- Experience working in or with conflict settings.
- Proven success in developing and implementing a comprehensive fundraising campaign.
- Strong expertise in procedures, operations, and functions of UN agencies, humanitarian agencies, and international law.
- Ability to work well in a non-hierarchical, multidisciplinary team.
- Language capabilities: Fluency in English required; command of other UN languages highly desired.

The consultant will be hired for a period of six months and will report to the Steering Committee. Compensation to be commensurate with experience.

Vacancies Contact

To apply, please submit resume and compensation requirements online – www.ircjobs.org ; The exact address is http://ircjobs.org/jobs_details1.asp?Job_id=73411&Page_Id=0&Published

Reference Code: RW_6SKK77-74

Social / Gender Consultants

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction. Developing countries are selected for eligibility on the basis of their performance on third-party indicators on ruling justly, investing in people, and promoting economic freedom. For more information on the MCC, please visit www.mcc.gov.

MCC is seeking consultants to work with the Environment and Social Assessment (ESA) team in the Department of Accountability, which is responsible for environmental and social safeguards compliance.

There are two primary areas in which we are seeking assistance:

- First, as part of the due diligence of proposed projects, consultants may be asked to conduct and/or review gender analyses and to provide recommendations on how projects may be better designed to ensure that both women and men benefit equitably from MCC investments. Consultants may also be selected on the basis of their experience in specific sectors (such as agriculture, health, education, finance, infrastructure and others) and/or specific issues (such as HIV/AIDs, involuntary resettlement, human trafficking, and others).

The persons selected must be skilled in performing gender and project analysis and appraisal, with an ability to identify the essential risks and issues of concern to a funding entity. Moreover, the persons selected must have the ability to identify implementation risks and appropriate mitigation measures, and write detailed technical reports with analysis and recommendations. For the purposes of this procurement, this area is referred to as Technical Support.

- Second, MCC is also developing resources for gender mainstreaming within the corporation to assure that gender is integrated into Compact development, implementation and monitoring. In this context, consultants may be asked to design and implement activities to strengthen MCC staff capacity for guidance, analysis and oversight of gender integration into MCC Compacts. For the purposes of this procurement, this area is referred to as Capacity Building.

Evaluation Criteria

All Social/Gender Consultants are required to have expertise and/or experience in the following:

- Social/gender analysis
- Working in developing countries
- Mainstreaming gender analysis in context of sectors and/or issues
- Writing analytical papers and reports

In addition, Consultants will be evaluated on the basis of their expertise and/or experience in the following.

For Technical Support:

- Developing and/or implementing social/gender impact assessments
- Developing and/or reviewing Scopes of Work for conducting social/gender impact assessments
- Developing gender indicators for performance monitoring
- A working knowledge of the language specific to the MCA-eligible or Compact country where the work is to be conducted. (Most relevant working languages currently are French, Portuguese, and Spanish)

For Capacity Building:

- Designing and conducting training, and developing resource materials in gender analysis and gender planning
- Designing and conducting training, and developing resource materials on a range of social impact issues such as (but not limited to) human trafficking, HIV/AIDs, indigenous peoples, cultural heritage, involuntary resettlement, health and safety, child labor and inclusion of vulnerable groups, with gender analysis embedded in each

Potential Services

The following are potential social/gender services that would be contracted with successful candidates:

Technical Support

- A. Conduct a desk review of social/gender issues in a specific country
- B. Assess social and gender impacts of proposed projects
- C. Develop and/or review scopes of work for social / gender impact assessments
- D. Conduct social/gender impact assessments
- E. Provide recommendations on how projects in a variety of sectors may be better designed to ensure that both women and men benefit equitably from MCC investments
- F. Identify potential alternatives and viable mitigation measures for negative social impacts

G. Review and evaluate social/gender impacts of Compacts during and after implementation

Capacity Building

A. Design and implement (including develop relevant materials) workshops, training and other capacity-building activities for MCC and MCA staff on integrating social/gender analysis and planning in Compact development and implementation, including

- a. Developing guidance on incorporating gender considerations in public consultation;
- b. Developing guidance on incorporating gender analysis in designing Compact proposals;
- c. Refining project design during due diligence (by sectors); and
- d. Developing performance monitoring indicators and integrating gender into evaluation research.

B. Provide similar materials and capacity-building activities on other social impact issues such as (but not limited to) human trafficking, HIV/AIDs, indigenous peoples, cultural heritage, involuntary resettlement, health and safety, child labor and social inclusion of vulnerable groups.

Designated Consultants will be expected to participate in multidisciplinary teams and, at times, to coordinate with local authorities responsible for MCC Compact development and other donors, where relevant.

Designated Consultants may be requested to mobilize on short notice and will be expected to deliver high quality finished products in a timely manner.

Eligibility

For all tasks performed directly for MCC to assist in Compact due diligence, consultants will be precluded from bidding on work and services (design, full Environmental and/or Social Impact Assessment, construction and supervision) to be procured by the local MCA accountable entity or from using funds advanced under a Compact in the relevant country.

This announcement is not restricted to U.S. citizens. Persons will be selected by MCC and contracted through a third party who will handle payroll and administration for all Consultants. Individual assignments could range from a few days to 12 months in duration. Compensation will be based on experience. MCC will select multiple sources to provide these services. There will be no commitment to a minimum or maximum amount of work after the award of a contract.

Interested parties should submit by email to recruitment@mcc.gov (Reference: DevNetJobs.org) the following package: a resume (8 page limit) indicating language capability and a cover letter describing:

- 1) the consultant's qualifications in relationship to those areas of potential services listed above in the context of specific sectors where possible, noting a preference for consideration for Technical Support and/or Capacity Building;
- 2) countries and length of time (in months and years) the consultant has worked;
- 3) contact information (including email and telephone) for three professional references; and
- 4) proposed consultancy rates on an hourly basis and a salary history for the past 3 years. A federal bio-data form should also be provided.

Please include "ACC-ESA-SOCIAL/GENDER/DevNetJobs" in the subject line of your email and indicate DevNetJobs.org is wherein you saw the advertisement. This announcement is open from August 18, 2006 through August 18, 2007. Resumes will be reviewed after two weeks and then at least every three months from the open date.

POLICY ADVISOR, The Asia Foundation

The Asia Foundation is seeking a short-term consultant to serve as a Policy Advisor for Afghanistan's Ministry of Women's Affairs (MoWA) to enhance its capacity to be a credible, visible, and effective advocate within government and civil society that enhances women's

frequently hectic environments; proven ability to establish high-level working relationships with project client/institutional counterparts; and ability to work with senior government officials to institutionalize capacity.

Requirements:

§ At least 10 yrs. progressively responsible experience in project mgmt. in developing countries, preferably USAID projects.

§ Possess an advanced degree in Law or other applicable discipline

§ A solid understanding of and experience in legal and/or judicial reform and ROL issues

§ Knowledge and experience related to assistance to the labor justice courts and enforcement bodies is highly desirable

§ A sound understanding of development, political, and tripartite dialogue issues in Latin America, esp. in Central American region, and knowledge of CAFTA-DR counterparts and individuals and organizations active or interested in administration of labor justice issues

§ Fluency in spoken and written English and Spanish

Please submit resume and cover letter to resume@dpkconsulting.com or to fax number (415) 495 6017. Please be sure to reference "CAM-01.08/DevNetJobs.org" in the email subject line or fax cover sheet. No phone calls, please.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

Outreach Coordinator , The Center for Progressive Leadership, Washington D.C.

Outreach Coordinator

Full-Time Paid Position

The Center for Progressive Leadership (CPL) is a national training institute dedicated to building the next generation of progressive political leaders and activists. Through intensive training programs for youth, activists, and future candidates, CPL inspires and empowers diverse individuals across the country to take an active role in our nation's political future. More information can be found at www.progressleaders.org.

CPL runs a series of leadership development programs focused on identifying and developing emerging leaders across the country. We work with a broad coalition of organizations on the national and state level, and we run a wide variety of programs, including a 9-month, part-time Fellowship for working adults, weekend training programs, partnership training programs, and an internship program for students of color.

We are currently looking for an outgoing, resourceful, detail-oriented, and creative Outreach Coordinator to join our national office.

Job Description:

Responsibilities will include working with CPL staff to:

- Help implement and improve CPL's national and state outreach strategies
- Provide assistance and expertise to state-based recruitment directors for outreach, media

relations and program recruitment

- Help state and national staff specifically with diversity outreach and recruitment, including with State Fellowships, Springboard Trainings, Partnership Trainings, and the New Leaders Programs
- Inform program department in the development of CPL leadership programs
- Assist in the design and implementation of an alumni network
- Work with state staffs to help build new partnership training programs
- Develop CPL's presence and visibility in targeted progressive communities
- Target untapped communities and new individuals for CPL programs
- Participate in CPL's national expansion and new state development
- Work with state offices and national staff on communications and media strategies

The Outreach Coordinator must be willing to assist with additional responsibilities as assigned and be able to work independently. Strong writing and communication skills necessary.

The Outreach Coordinator will report directly to the National Outreach Director and work with the national staff and state staffs on a regular basis.

Location:

The Outreach Coordinator will be a full-time position. Travel will be a part of the job. The location of the job is in downtown DC.

Salary and Benefits:

Salary is commensurate with experience. The position includes health benefits.

Qualifications:

Applicants for this position must have at least two years experience doing outreach, communications or recruitment with a progressive organization or campaign.

CPL is a team of dedicated and passionate individuals. Applicants must possess strong leadership skills and have a clear commitment to training and progressive politics. A background in communications or press relations is a plus.

CPL is an equal opportunity employer. Minorities and women are encouraged to apply.

To Apply:

Send a cover letter and resume (in a single document) to outreachsearch@progressleaders.org.

Additional Qualifications:

Applicants for this position must have at least two years experience doing outreach, communications or recruitment with a progressive organization or campaign.

CPL is a team of dedicated and passionate individuals. Applicants must possess strong leadership skills and have a clear commitment to training and progressive politics. A background in communications or press relations is a plus.

CPL is an equal opportunity employer. Minorities and women are encouraged to apply.

How to Apply:

Send a cover letter and resume (in a single document) to outreachsearch@progressleaders.org.

Job posted on: August 21, 2006

***Program Manager, American Bar Association , Middle East
(Washington, DC)***

The American Bar Association is currently seeking a Program Manager to work with the ABA In-Country Director(s) in all aspects of developing and implementing the ABA's Middle East programs. The Program Manager co-manages project consultants and specialists with the Program Directors in the field and DC in overseeing the implementation of regional and bilateral programs in the Middle East. Duties include report writing, assisting in developing work-plans, overseeing implementation of activities in the work-plans, and helping plan and implement program events such as workshops and training programs. Some travel to the region required.

Requirements: JD or equivalent law degree and at least 3 years of international development experience preferred. Other post-graduate degrees considered if held in conjunction with significant previous experience working on Middle East and North Africa programs. Knowledge of region and applicable language skills strongly preferred.

Additional Qualifications:**How to Apply:**

To apply, please submit a cover letter, resume, and 3 references to jobs@abaceeli.org. Please note that only complete applications will be taken into consideration. Please write 'Program Manager, ME, ID' in the subject line.

Applications will be considered on a rolling basis until position is filled.

For more information, please visit our website at <http://www.abaceeli.org>

Job posted on: August 17, 2006

Logistics Coordinator, Oxfam Great Britain, Indonesia**Who we are**

Here at Oxfam, we've played an active role in Indonesia since 1998, helping communities to rebuild themselves in one of the world's most disaster-prone areas. Since 2005, within the framework of our Programme Implementation Plan, we have put in place an Emergency Response Team to provide relief in the aftermath of any medium or large-scale disasters. Its aim is to provide emergency water supply and sanitation, distribute emergency non-food items, build shelters and reduce livelihood vulnerabilities through financial assistance. To ensure this Team

operates effectively, we need the best in logistical support.

The role

Your responsibility will be our logistics and supply processes and procedures. Providing logistical co-ordination, advice and support, you'll be actively involved in the development and implementation of effective logistics preparedness plans, as well as efficient logistics support to our Humanitarian Department. You must also quickly understand key objectives and strive to resolve them, as well as enhance capacity and capability through staff mentoring. And, able to implement our procedures, you'll control your budget, ensuring the most efficient purchase and use of resources.

What we're looking for

The importance of this role means you must have at least 5 years' professional experience in a complex logistics role, together with at least 1 to 2 years' exposure to humanitarian and/or emergency work. A proven planner and strategic thinker, you'll be highly organised in your approach. You must also be a natural problem solver who can operate efficiently and handle several projects simultaneously. Previous experience of working in Indonesia is an advantage, while strong team leading skills and fluent English are both essential.

Salary & Benefits:

GBP18,798 - GBP24,879 net per annum

Type of work:

Full Time

Location:

Jogjakarta, Indonesia

Languages needed:

English

Closing date:

08/23/2006

Date job appeared on the site:

08/16/2006

To apply:

Here at Oxfam, we have the strongest conviction that every aspect of our work can contribute to a positive outcome. Do you share this belief? Do you have the strength of character to meet the challenges involved? If so, you'll find that this role offers scope for immense personal fulfillment – as well as outstanding opportunities to enrich and develop your career. For further information and details of how to apply, please visit www.oxfam.org.uk/jobs quoting ref INT1840.