



Career Services Newsletter
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Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Junior Professional Associate opportunity with the LCRVP office, Washington, DC 17

Career Related Events

Organization Spotlight

Internships

HPCR International Peacebuilding Initiative Summer Internship, Washington, DC

Location: New York or Washington D.C.

Time: Minimum of 15 hours per week, with up to 35 hours a week as available, to begin as soon as available, through the summer, with the possibility of extension to the fall.

Description: The Peacebuilding Initiative, a project of HPCR International in cooperation with the Program on Humanitarian Policy and Conflict Research (HPCR) at Harvard University, and in partnership with the United Nations Peacebuilding Support Office, seeks graduate level interns to help develop a thematic portal on peacebuilding.

The portal will focus on five thematic areas, including:

1. Security & Public Order (Security Sector Reform & Governance, DDR, De-mining, Small Arms and Light Weapons, and Community Policing);
2. Democracy & Good Governance (Constitution, Public Administration, Local Governance & Participation, Electoral Processes & Political Parties, Civil Society, Public Information & Media Development);
3. Justice & Rule of Law (Transitional Justice, Judicial & Legal Reform / Reconstruction, Support to National Institutions and Access to Justice, Human Rights Promotion and Protection, Traditional Justice and Complementarity of Civil / Traditional Systems);
4. Psycho-social Recovery (Trauma & Mental Health, Reconciliation, National Dialogue & Community Reintegration, Gender, Protection of Children and Other Vulnerable Groups, Memorial work);
5. Economic Recovery (Economic Recovery Strategies, Refugee and Internally Displaced Person Reintegration, Employment and Empowerment with an emphasis on Youth, the Role of Private and Public Sectors, Natural Resource Management)

In each section, the portal will present an overview of different definitions, components, debates, and case studies, as well as providing additional resources for further study. The portal aims to facilitate the work of practitioners by synthesizing key questions and debates in terms of their practical and implementation challenges.

Requirements: The intern will assist the research team, composed of Dr. Beatrice Pouligny as lead consultant, Dr. Erin McCandless on economic recovery, and five research assistants, to conduct research on thematic areas and sub-topics using the Internet and specialized databases. Responsibilities may include researching, summarizing and cataloging relevant articles, news, websites, and other resources; performing quality control checks on databases;

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drafting background reports, briefs, and bibliographies on specialized topics; editing and proofreading; and data entry. In addition, interns will assist with coordinating a workshop on peacebuilding scheduled for September.

Candidates should have demonstrated interest and experience in peacebuilding, excellent research and writing skills in English, extensive experience in using the Internet and specialized databases, and great attention to detail. Priority will be given to candidates with specific knowledge in a particular thematic area. Relevant background and experience should be highlighted in the cover letter to indicate areas of interest and specific expertise.

About the project: The Initiative (www.peacebuildinginitiative.org) is led by the International Association for Humanitarian Policy and Conflict Research (HPCR International) is a Brussels-based nonprofit organization established in December 2005, with an operational presence in Geneva and New York. The Association develops information management tools for humanitarian crises, with a particular focus on information resources and professional trainings. Its work serves the humanitarian and peacebuilding communities, including international agencies, governments, and non-governmental organizations. The Association works in close cooperation with the Program on Humanitarian Policy and Conflict Research (HPCR) at Harvard University. The Program at Harvard (www.hpcr.org), established in 2000, is an applied research program that provides technical assistance and information support for international organizations engaged in conflict prevention and management.

To apply: Interested candidates should send a resume and cover letter to Ms. Suneeta Kaimal at skaimal@hpcr.org. Applicants are encouraged to apply at their earliest convenience, or before the closing date of May 2, 2008.

Internship position with IREX, Washington, DC

IREX seeks a part-time intern to provide programmatic and administrative support for IREX's civil society programs in Washington, DC. These programs strengthen NGO capacities, mobilize local communities, promote advocacy efforts, and build international and local partnerships. More information on IREX's civil society programs can be found at www.irex.org/civilsociety.

RESPONSIBILITIES:

Responsibilities include, but are not limited to: perform research and analysis on a variety of civil society related issues, as required; compile program statistics and assist with report writing and editing; assist in proposal development; assist with program logistics for events; update and format program materials and web content; other duties as assigned.

QUALIFICATIONS: The Intern must be well organized, skilled at handling multiple tasks, and able to adhere to deadlines. Other qualifications: excellent interpersonal and organizational skills; excellent writing skills; knowledge of the Central and Eastern Europe, Eurasia, and/or the Middle East regions. The intern will be available to work a minimum of 20 hours a week, though the schedule is flexible. An hourly stipend will be provided. This internship is open immediately.

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APPLY: Send cover letter and resume to FAX: (202) 628-8189. Or send an e-mail message to resumes@irex.org Please add in the subject line: IREX/CSD/INT/SBB. EOE. No phone calls.

American Volunteers for International Development, Egypt

Freedom House is currently seeking a volunteer to work with civil society organizations in Egypt through the American Volunteers for International Development (AVID) program for 2 to 3 months beginning in late April/ early May 2008. Freedom House is seeking individuals with demonstrated professional experience for assignments focused on capacity building for Egyptian watchdog and advocacy organizations working on the defense of human rights and democracy building.

QUALIFICATIONS: Qualified candidates should have experience in nonprofit management with a particular focus in either organizational management (knowledge management, governance and boards, organizational assessment, and capacity building), performance management (project/ program development and management, planning and monitoring and evaluation), financial management (fundraising, proposal and grant writing, budgeting, and accounting), and/or operational and personnel management. Freedom House covers international travel expenses and provides a housing allowance and daily living stipend for the duration of the volunteer assignment. Assignments may be in Cairo or in other areas throughout Egypt. Volunteers must have a minimum of five to seven years of relevant professional experience, the ability to commit to 2 to 3 months of service, and a resourceful, innovative personality. Arabic language skills and overseas experience, particularly in the Middle East is preferred.

TO APPLY: To learn more about the American Volunteers for International Development (AVID) program please contact Jenai Green. Please send completed application, cover letter, and resume by email or fax to: Jenai Green Program Officer, Exchanges green@freedomhouse.org Fax: (202) 822-3893 Please write "AVID Application Egypt)" in the subject line of your email.

Freedom House is an independent nongovernmental organization that supports the expansion of freedom in the world. Freedom is possible only in democratic political systems in which the governments are accountable to their own people; the rule of law prevails; and freedoms of expression, association, and belief, as well as respect for the rights of minorities and women, are guaranteed. Freedom House functions as a catalyst for freedom, democracy and the rule of law through its analysis, advocacy and action.

Women In International Security internship position in fundraising, Washington, DC

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Women In International Security (WIIS) seeks a Development Intern to start as soon as possible and to continue until the summer or the end of 2008.

The Development Intern will be responsible for:

- Researching Women In International Security's paper files to obtain as much information as possible about the history of our organization and about each individual member.
- Updating the database with relevant information that the Development Team will need for fund raising purposes (such as date each member joined WIIS, past donation history, family information, financial information, age, charities other than WIIS, etc).
- Merging donor information from multiple Excel sheets and updating the database.
- Calling individual donors.
- Mailing out thank you cards, Holiday cards, publications, reports and any other material used for cultivation purposes.
- Compiling a list of current grant report dates and any other relevant deadlines.
- Compiling a list of deadlines for grant applications from foundations and corporate sources.
- Other administrative tasks, as necessary.

For more information about WIIS, please visit. <http://wiis.georgetown.edu> Please submit resume and cover letter to Denise Bertholin, Development Coordinator, at wisdevelopment@georgetown.edu. Phone: 202-687-5526

Fellowships

Jobs

Two positions in the Department of Asian and International Studies at City University of Hong Kong

Date posted: 4/21/2008

City University of Hong Kong is one of eight tertiary institutions funded by the Government

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of the Hong Kong Special Administrative Region through the University Grants Committee of Hong Kong. A young and dynamic institution, the University aspires to be internationally recognized as a leading university in the Asia-Pacific region through excellence in professional education and applied research. It has a growing international reputation, as evidenced by its surge up the rankings of the world's top 200 universities according to the Times Higher Education Supplement. The mission of the University is to nurture and develop the talents of students and to create applicable knowledge in order to support social and economic advancement. Currently, approximately 26,000 students are enrolled in over 180 programmes ranging from associate degrees to PhD. The medium of instruction is English.

The University invites applications for the following posts. The posts are tenable from September 2008 or January/August 2009. Candidates with applied research achievements will receive very positive consideration. Relevant experience in business and industry will be a definite asset.

Department of Asian and International Studies

Professor/Associate Professor/Assistant Professor

[Ref. C/849/30]

Duties: Help the University to strengthen research, expertise and publications on contemporary Vietnam with substantial funds available for research. The appointee will teach courses, participate in developing research projects on Vietnam in one of the University Research Centres (the Southeast Asia Research Centre) and work with an interdisciplinary team of scholars and teachers. He/She may supervise undergraduate and postgraduate theses/projects.

Requirements: A PhD in Sociology/Anthropology/Political Science/ International Relations/Development Studies or related disciplines. Research and teaching experience relevant to the study of contemporary Vietnam required, ideally with ability to engage in comparative analysis with other societies in East or Southeast Asia. Research areas may include the impact of the Vietnamese diaspora, or research on relations between Vietnam and the Mainland, or between Vietnam and other states and societies in Southeast Asia. Flexibility and intellectual breadth, along with in-depth expertise on Vietnam, are especially valuable. For the post of Professor, a substantial track record of research and publications in good journals, an active research programme, and high quality teaching expected.

[For enquiries, please contact Dr. Graeme Lang, Head of Department by email: graeme.lang@cityu.edu.hk, or Prof. William Case, Director, Southeast Asia Research Centre by email: w.case@cityu.edu.hk.]

Associate Professor/Assistant Professor

[Ref. C/848/30]

Duties: Teach and conduct research in any combination of the following areas : International Studies/International Security/Human Security/ Development Studies/Area Studies (East and/or Southeast Asia) and Environmental Policy Studies. The appointee will teach courses for undergraduate programmes in International Studies and East & Southeast Asian Studies and for a Master programme in Development Studies, and work with an interdisciplinary team of scholars and teachers. He/She may supervise MPhil and PhD

students.

Requirements:

A PhD in Sociology/Anthropology/Political Science/ International Relations/Environmental Studies or related disciplines. Experience in international organizations an asset. Flexibility and intellectual breadth are especially valuable. [For enquiries, please contact Dr. Graeme Lang, Head of Department by email: graeme.lang@cityu.edu.hk, or Dr. Catherine Chiu, Associate Head of Department by email: catherine.chiu@cityu.edu.hk.]

Salary and Conditions of Service

Salary offered will be highly competitive and commensurate with qualifications and experience. Appointment will be on a fixed-term gratuity-bearing contract, fringe benefits include annual leave, medical and dental schemes, and housing benefits where applicable.

Information and Application

Additional information is obtainable (a) from the University's home page at <http://www.cityu.edu.hk>, or

(b) by mail with a self-addressed stamped envelope from the Human Resources Office, City University of Hong Kong, 83 Tat Chee Avenue, Kowloon, Hong Kong, or

(c) in person from the Reception Counter, Human Resources Office. Please send an application letter enclosing a current C.V. to the Human Resources Office. The closing date for application is 12 May 2008. Please quote the reference of the post in the application and on the envelope. The University reserves the right to consider late applications and nominations, and to fill or not to fill the positions. Personal data provided by applicants will be used for recruitment and other employment-related purposes.

Assistant Dean of Mediation, Woodbury College, Montpelier, VT

Woodbury College, a dynamic institution offering graduate degrees in mediation and legal studies, and undergraduate degrees in paralegal, pre-law and advocacy studies, seeks an Assistant Dean of Mediation with the capacity, credentials, energy, and wisdom to lead its Mediation and Applied Conflict Studies program to its next level of national prominence

The ideal candidate will hold appropriate academic credentials and be an accomplished mediator, teacher, and established -- or emergent -- leader in the field. Strategic vision, organizational expertise, and process management skills are essential. Uniquely practice-based, Woodbury's Master of Science in Mediation and Applied Conflict Studies degree is a first-of-its-kind program that blends intensive on-campus residency sessions, online learning, and practical application in the student's home community to offer one of the most innovative mediation programs in the country. For over 30 years, Woodbury College, located in Montpelier, has served students and communities in Vermont and beyond with its distinctive brand of progressive, adult-oriented and career-based education.

Expressions of interest, including a cover letter and vita, and nominations, should be sent to Alison Underhill at alisonu@woodbury-college.edu. Additional information is available at www.woodbury-college.edu.

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Woodbury College is an AA/EOE/ADA Employer. Minorities, women and people with disabilities are encouraged to apply.

Program Coordinator for the Iraqi Young Leaders Exchange Program, Gainesville, FL

Do you have hands-on experience designing and implementing youth programs? Are you knowledgeable and interested in Iraqi politics, culture and history? If this sounds like you, apply to organize the Iraqi Young Leaders Exchange Program as a Program Coordinator with Sister Cities International!

Sister Cities International is a nonprofit, citizen diplomacy network that creates and strengthens partnerships between U.S. and international communities. Headquartered in Washington, DC, Sister Cities International strives to build global cooperation at the municipal level, promote cultural understanding and stimulate economic ! development. The Sister Cities International network represents more than 2,500 communities in 134 countries around the world.

Program Description

General Summary: The major responsibility of the Program Coordinator is the Iraqi Young Leaders Exchange Program (IYLEP), sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs. The program brings 28 Iraqi high school students to the United States for a month July - August 2008. The program promotes mutual understanding between Americans and Iraqis, develops a sense of civic responsibility and commitment to community, and fosters relationships among youth from different ethnic, religious, and national groups.

Program Activities:

The month-long exchange includes the Sister Cities International Annual Conference, a 2 week community visit in Gainesville, FL, participation in an Iraqi-American Global Citizenship camp at Legacy International's campus in Bedford, Virginia, and a study visit in Washington DC focused on United States government and history.

Duties and Responsibilities

The Program Coordinator's role is to design, manage, coordinate, and implement the Iraqi Young Leaders Exchange Program. Working with our partners, the Program Coordinator designs and facilitates the overall academic content of the program, which focuses on citizen diplomacy, cross cultural understanding, and civic education. S/He serves as the point of contact for the students, chaperones, vendors, local communities, and Sister Cities' partner organizations. The Program Coordinator arranges domestic transportation, plans the schedule of events, and ensures the well-being and behavior of the students throughout the program. The Program Coordinator assists with relevant youth programming; including with the annual youth conference for Sister Cities International & IYLEP students, and contributes to youth programming for US-Islamic sister city partnerships.

Knowledge & Abilities

The Program Coordinator must be familiar with facilitation or teaching, the needs and requirements of high school students, and have knowledge of Iraqi culture and political realities. S/he will need to be able to work in a fast-paced environment and should be a self-starter. The Program Coordinator must have excellent people and communication skills, the ability to multitask with high attention to detail, have experience in developing

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curriculum, and must be able to work independently and in a team environment.

Requirements & Skills

- * Minimum of a Bachelor's degree in a relevant field: Education, International Studies/Relations/Policy, etc.
- * Experience with youth programs, event planning, program design, curriculum development, project implementation, and supervision.
- * Ability to write, teach and facilitate a workshop-style curriculum.
- * Outstanding organizational and project management skills.
- * Ability to build relationships with partners, vendors and volunteers.
- * Excellent writing, communication and public-speaking skills are required.
- * Ability to travel extensively within the United States.
- * Fluency in English.
- * Proficiency in Arabic and/or Kurdish is desired.

This is a full time, full benefit, position starting immediately to December 2008, with the potential for continued employment. Salary range is \$30,000-\$35,000.

Please apply by sending your resume and cover letter with all relevant experience, and salary history to Erica Sewell, Youth & Education Program Manager, at esewell@sister-cities.org Please put IYLEP Coordinator Position in the subject line. Applicants will be reviewed on a rolling basis. No phone calls please.

Coordinator for the NGO Working Group on Women,
Peace and Security

Coordinator for the NGO Working Group on Women, Peace and Security, New York, NY

Education: Master (MA, MSW, etc.)

Type: Full time

Last day to apply: June 18, 2008

Last updated: April 18, 2008

Language(s): English

Job posted on: April 18, 2008

Area of Focus: Human Rights and Civil Liberties,
Peace, War, and Conflict Resolution, Women's Issues

Contract: 1 Year

Deadline: Open until filled

NGO Working Group on Women, Peace and Security The NGO Working Group on Women, Peace and Security (NGOWG), is a coalition of civil society organizations united in May 2000 to advocate for a United Nations Security Council resolution on women, peace and security. Following the unanimous adoption of SCR 1325 in October 2000, the group began the work of pressing for its full implementation. The NGO Working Group monitors the implementation of the resolution worldwide and believes that a peaceful future depends on

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the full participation of women in all decision making to prevent violent conflict and to protect the human rights of women and girls. A broad and positive impact on the lives of all people experiencing conflict will result from the full implementation of SCR 1325 and promotion of the Beijing Platform for Action and CEDAW.

As a key catalyst in advocacy for the integration of gender perspectives in all peace and security, conflict prevention, conflict management and peacebuilding initiatives of the United Nations, the NGO Working Group on Women, Peace and Security, via its strategic positioning at UN headquarters, has played an important global role in raising awareness of the principles and provisions of SCR 1325. Together with its growing network of gender and security experts, NGOWG has built a constituency of women, peace and security advocates among UN Member States, high-level UN decision makers, and civil society internationally working on peacebuilding initiatives at the national and local levels.

Members of the NGO Working Group are: Amnesty International, Boston Consortium on Gender, Security and Human Rights, Femmes Africa Solidari, Global Action to Prevent War, Global Justice Center, Hague Appeal for Peace/Peace Boat US, Human Rights Watch, International Alert, International Women's Tribune Center, Women's Action for New Directions, the Women's Commission for Refugee Women and Children, United Methodist Women's Division, the Peace Women Project of the Women's International League for Peace and Freedom. International Action Network on Small Arms

Roles and Responsibilities (detailed job description available upon request):

The Coordinator takes her/his mandate from and is responsible to the NGO Working Group members. In addition, He/She will

- Facilitate and document collaborative work of member organizations;
- Coordinate communication on NGOWG activities within the group and externally; through the production of activity updates and support for the maintenance of the NGOWG website;
- Facilitate and support the development of NGOWG advocacy positions and strategies including the development of advocacy materials, events, meetings and training
- Lead and facilitate the development of an NGOWG fundraising strategy and proposals including identifying opportunities, maintaining donor relationships, on reporting on funding
- Be responsible for general and financial aspects of the work of the group;
- In accordance with the priorities and work plan of the group, monitor the activities of relevant UN bodies and inform member organizations of relevant sessions, events, outcomes and opportunities for advocacy
- Network and maintain relationships with civil society actors working on women, peace and security, primarily at the global and regional level, including through the maintenance of a database of actors,
- Hire and manage administrative assistant and interns

Personal Specification

Education: A Masters degree in gender and conflict studies, political science, International Law, international relations or similar experience desirable.

The candidate should be a US Citizen or a Green card Holder

Essential Experience

- Working collaboratively within a diverse coalition
- Advocacy work at national or international levels desirable

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working on women's issues in non-governmental organizations and women's organizations at national, regional and international levels
Commitment and demonstrable practical and theoretical understanding of gender and conflict issues

• Proven track record in advocacy, including experience in networking and high level representation

• Project coordination

Essential Knowledge & Skills (unless noted as desirable)

Excellent spoken and written English

Working knowledge of a second language desirable

Excellent communication, networking and inter-personal skills

Knowledge of budget management and financial reporting desirable

Knowledge of a range of conflict/post-conflict countries

Proactive, able to work independently and in a team and manage a diverse workload

Project management skills

Strong gender analysis skills

Strong computer skills (e.g. MS Word, Excel, QuickBooks)

Knowledge of and commitment to the workings of the UN bodies and member states

Familiarity with key issues related to women, peace and security and the implementation of SCR 1325

Knowledge of policy-making institutions within the UN, particularly how they relate to peace-building and SCR 1325

How to Apply:

Please submit Curriculum Vitae, writing sample, and three references to

Admin2@womenpeacesecurity.org

Program Officer I for the Women's Empowerment Lead, Arlington, VA

Winrock International is a nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources. We are currently recruiting an experienced Program Officer to provide support and lead new business efforts for the Empowerment & Civic Engagement (ECE) group's ongoing women empowerment projects.

REQUIREMENTS include: at least eight years experience in international development. A Master's degree in field related to international development is preferred. The ideal candidate will have experience with gender and trafficking prevention programs, demonstrated skills in project planning, budgeting and financial analysis and experience in proposal writing and knowledge of quantitative and qualitative monitoring and evaluation methods.

TO APPLY: Applicants should email current resume and cover letter to jobs@winrock.org by May 2, 2008 with HRM/PO in the subject. Only candidates selected for interviewing will be contacted, NO phone calls please. Must not require sponsorship to work in the US. For a full description of this position please visit our website at www.winrock.org. EEO/AA

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Chief of Party position with Austcare, Timor-Leste

Austcare seeks a Chief of Party for an anticipated two-year USAID-funded conflict mitigation and reconciliation project in Timor-Leste. This project focuses on conflict resolution, peace building and community resilience, targeting traditional conflict resolution mechanisms and incorporating women and youth into the peace building process. In this role you will provide overall management of project activities, coordinate with counterparts and partners, liaise with USAID, oversee partners and community education, implementation and supervise a diverse expatriate and local professional staff. To be successful you should have the following

QUALIFICATIONS: Relevant advanced degree. Experience working with conflict affected communities. Minimum five years of experience managing and providing technical assistance for international development projects. Experience working with community development, capacity building and community education programs. USAID experience preferred but not required. Experience working in Timor-Leste or similar Asia-Pacific countries preferred. Excellent written, verbal, and cross-cultural communication skills.

Note: This position is contingent on the awarding of funding by the donor.

TO APPLY: For information on how to apply please refer to the Austcare website:

<http://www.austcare.org.au/get-involved/employment.aspx> Austcare is an Australian-based, independent humanitarian aid and development organisation that is non-profit and non-sectarian. Since 1967, Austcare has worked with refugees, displaced persons and been active in landmine mitigation, providing emergency assistance and development programs in more than 30 countries. Austcare's Head Office is located in Sydney.

Program manager position with IREX, Osh, Kyrgyzstan

IREX seeks applicants for the position of Program Manager based in Osh, Kyrgyzstan. Contingent on funding, his/her services will be solicited on a full-time basis to manage a USAID-funded conflict management and mitigation program in Southern Kyrgyzstan with a primary focus on working with youth.

RESPONSIBILITIES: Provide strong management and strategic direction to the program; provide technical advice and capacity building activities to some/all of the following areas: community engagement; youth; conflict management and mitigation; training; serve as primary liaison with international and local implementing partners, communities, youth and IREX headquarters; supervise and coordinate the work of all long- and short-term staff and subcontractors; provide management oversight of the budget; approve and submit to USAID all reports, work plans, other administrative information and budgets; collaborate with IREX s implementing partners to coordinate efforts and share results.

QUALIFICATIONS: 5 or more years of senior level experience working on youth and/or civil society capacity building programs and/or initiatives; previous management experience of similar USAID-funded projects preferred; technical experience in community mobilization, training and facilitation and/or technical experience managing and administering shelter rehabilitation services; excellent interpersonal and organizational skills and the ability to negotiate with local and foreign experts, managers and government officials; familiarity with political, economic, social and resource issues in Southern Kyrgyzstan; willing to travel within Kyrgyzstan including remote areas; fluency in English required; proficiency in Kyrgyz and/or Russian preferred.

APPLY: Submit cover letter and resume to: resumes@irex.org (please include CSD/KRY/PM/KR in the subject line). Fax: (202) 628-8189. No phone calls please. EOE.

Human Rights Officer position in Geneva

A Human Rights Officer (P-4) is sought in Geneva. Duties: Provide substantive guidance and expert advice to the work of individual CPR, ESCR or GIF mandates, or groups of mandates, including fact-finding visits, substantive inputs in the preparation of thematic studies/ reports; development of questionnaires for information-gathering purposes; analysis of information received; drafting of public information materials such as press releases etc.

REQUIRES: Advanced university degree in law, international relations, political science or other disciplines related to human rights and the mandates of the special procedures. A minimum of seven years of progressively responsible experience in human rights, including at international level. Significant experience of the UN human rights machinery will be an asset. Closing date: 6/13/08. Vacancy No: 08-HRI-OHCHR-417595-R-GENEVA (G).

USAID/OTI Program Manager Positions, Washington, DC

The USAID/Office of Transition Initiatives (OTI) has just opened a full-time Personal Services Contract (PSC) position for a Program Manager (Multiple Positions) - located in Washington, DC (GS-11 equivalent). Applications are due no later than May 12, 2008 at 5:00 p.m. EDT.

This position is open to U.S. citizens only due to security clearance requirements. For full information about the position and for instructions on how to apply, please visit www.globalcorps.com.

Political Affairs Officers position in New York

A Political Affairs Officer (P-3) is sought in New York. Duties: To conduct extensive research and analysis for the Repertoire of the Practice of the Security Council. To draft, edit and revise studies for the Repertoire of the Practice of the Security Council. To prepare responses to queries on procedural and constitutional issues related to the Security Council from Member States or Secretariat officials. To follow, as assigned, the proceedings of the Security Council and prepare analytical notes on noteworthy procedural and constitutional developments. To monitor questions on the agendas of the Security Council and the General Assembly relating to the maintenance of international peace and security.

REQUIRES: Advanced university degree (Master's degree or equivalent) in political science, international relations, international law or a related field. A minimum of five years of progressively responsible experience in international affairs, with exposure to political analysis and research. Closing date: 6/14/08. Vacancy No: 08-POL-DPA-417676-R-NEW YORK (G).

Program Officer position with Gray Matters Capital Foundation, Atlanta, GA

Gray Matters Capital Foundation is a charitable arm of Gray Ghost Ventures, a social investment company that seeks to invest in visionary people, with an emphasis on microfinance and education. Since 1996, Gray Ghost Ventures has worked to foster strategic innovation by incubating and investing in enterprises and tools to provide market-based solutions to social issues. Through the initiatives of its charitable foundations, The Rockdale Foundation and Gray Matters Capital Foundation and through its investment activities Gray Ghost Ventures has improved capacity of the microfinance industry in the Arab world, supported successful reform efforts in the Atlanta Public Schools, created the first privately-held global microfinance investment portfolio and social venture capital fund, offering both financial and social returns. Gray Ghost Ventures seeks to expand the mission of its charitable foundations and its social investing in the area of expanding the access and quality of primary and secondary education to the poor in developing countries.

The Initiative While some countries have a credible public education sector, there are many in Asia, Africa and Latin America that are in desperate need of alternatives to failing public schools. As a result, privately-owned affordable schools for low-income families have emerged, where families are considered clients with rights to demand quality. These schools put an emphasis on quality, efficiency and performance, justifying the modest tuition charged that allow them to become sustainable enterprises.

Affordable schools for the poor exist throughout the world and serve millions of children living in some of the most difficult conditions. Gray Matters Capital seeks to connect

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affordable schools with resources that will allow them to improve quality while remaining accessible and affordable for low-income families.

The Gray Matters Capital Foundation is seeking a Program Officer to manage program activities that will build the ecosystem around the affordable school sector. This ecosystem will include educational resources, industry infrastructure and transparency as described above that will benefit students and their learning. The Program Officer will be responsible for researching and designing programs, developing partnerships with other supporting organizations and donors, and monitoring results to ensure quality education is being offered.

Primary Duties for this position include:

- **Sourcing and Due Diligence:** Identify, evaluate and make recommendations of promising partners; develop and maintain pipeline of grants & programs.
- **Project Management:** Serve as the direct point of contact for partners, managing grants and programs from design through execution and evaluation.
- **Monitoring and Analysis:** Conduct ongoing financial and social analysis of the grant and program portfolio.
- **Research:** Conduct ongoing and project-specific research. Identify and implement appropriate measures of assessing quality and impact.
- **Promotion:** Represent the initiative in a variety of venues to diverse audiences from high level to the general public.
- **Strategic Direction:** Contribute to the ongoing development of the strategy and planning around the initiative.

* The position is based in Atlanta, Georgia, USA but will require significant international travel.

To apply for this consultancy, please send the following items to Genia Topples, Executive Director, at gtopple@rockdalefdn.org.

Coordinator position with the NGO Working Group on Women, Peace and Security, New York, NY

Contract: 1 Year

Deadline: Open until filled

Send Resume and Cover Letter to: Admin2@womenpeacesecurity.org

NGO Working Group on Women, Peace and Security

The NGO Working Group on Women, Peace and Security (NGOWG), is a coalition of civil society organizations united in May 2000 to advocate for a United Nations Security Council

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resolution on women, peace and security. Following the unanimous adoption of SCR 1325 in October 2000, the group began the work of pressing for its full implementation. The NGO Working Group monitors the implementation of the resolution worldwide and believes that a peaceful future depends on the full participation of women in all decision making to prevent violent conflict and to protect the human rights of women and girls. A broad and positive impact on the lives of all people experiencing conflict will result from the full implementation of SCR 1325 and promotion of the Beijing Platform for Action and CEDAW.

As a key catalyst in advocacy for the integration of gender perspectives in all peace and security, conflict prevention, conflict management and peacebuilding initiatives of the United Nations, the NGO Working Group on Women, Peace and Security, via its strategic positioning at UN headquarters, has played an important global role in raising awareness of the principles and provisions of SCR 1325. Together with its growing network of gender and security experts, NGOWG has built a constituency of women, peace and security advocates among UN Member States, high-level UN decision makers, and civil society internationally working on peacebuilding initiatives at the national and local levels.

Members of the NGO Working Group are: Amnesty International, Boston Consortium on Gender, Security and Human Rights, Femmes Africa Solidarité, Global Action to Prevent War, Global Justice Center, Hague Appeal for Peace/Peace Boat US, Human Rights Watch, International Alert, International Women's Tribune Center, Women's Action for New Directions, the Women's Commission for Refugee Women and Children, United Methodist Women's Division, the PeaceWomen Project of the Women's International League for Peace and Freedom. International Action Network on Small Arms

Roles and Responsibilities (detailed job description available upon request):

The Coordinator takes her/his mandate from and is responsible to the NGO Working Group members. In addition, He/She will Facilitate and document collaborative work of member organizations;
Coordinate communication on NGOWG activities within the group and externally; through the production of activity updates and support for the maintenance of the NGOWG website;
Facilitate and support the development of NGOWG advocacy positions and strategies including the development of advocacy materials, events, meetings and training
Lead and facilitate the development of an NGOWG fundraising strategy and proposals including identifying opportunities, maintaining donor relationships, on reporting on funding
Be responsible for general and financial aspects of the work of the group; In accordance with the priorities and work plan of the group, monitor the activities of relevant UN bodies and inform member organizations of relevant sessions, events, outcomes and opportunities for advocacy Network and maintain relationships with civil society actors working on women, peace and security, primarily at the global and regional level, including through the maintenance of a database of actors, Hire and manage administrative assistant and interns

Personal Specification

Education: A Masters degree in gender and conflict studies, political science, International Law, international relations or similar experience desirable.

The candidate should be a US Citizen or a Green card Holder

Essential Experience

- working collaboratively within a diverse coalition

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- Advocacy work at national or international levels desirable
- working on women's issues in non-governmental organizations and women's organizations at national, regional and international levels
- Commitment and demonstrable practical and theoretical understanding of gender and conflict issues
- Proven track record in advocacy, including experience in networking and high level representation
- Project coordination

Essential Knowledge & Skills (unless noted as desirable)

- Excellent spoken and written English
- Working knowledge of a second language desirable
- Excellent communication, networking and inter-personal skills
- Knowledge of budget management and financial reporting desirable
- Knowledge of a range of conflict/post-conflict countries
- Proactive, able to work independently and in a team and manage a diverse workload
- Project management skills
- Strong gender analysis skills
- Strong computer skills (e.g. MS Word, Excel, QuickBooks)
- Knowledge of and commitment to the workings of the UN bodies and member states
- Familiarity with key issues related to women, peace and security and the implementation of SCR 1325
- Knowledge of policy-making institutions within the UN, particularly how they relate to peace-building and SCR 1325

Please submit Curriculum Vitae, writing sample, and three references to Admin2@womenpeacesecurity.org

Junior Professional Associate opportunity with the LCRVP office, Washington, DC

The Office of the Regional Vice-President for Latin America and the Caribbean (LCRVP) at the World Bank in Washington, DC, is seeking junior-level, highly qualified and motivated candidates to support its activities. The position will be for a Junior Professional Associate (JPA)* which comes with a non-renewable two-year term contract.

Candidates must fulfill all of the following criteria in order to be considered:

Fluency in Spanish (oral and written).

Knowledge of Portuguese will be a plus.

Have a graduate degree in a relevant discipline (international relations, development, economics, business administration, and/or social sciences) have some experience in Latin America and/or the Caribbean excellent English writing ability and PowerPoint presentation skills

Candidates will be assessed using the following criteria to decide who would be invited for interviews:

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Relevancy and extent of their education and experience for the job
Problem-solving skills
Language skills

Candidates will have to submit their resumes as soon as possible but not later than May 1, 2008 to fliporaci@worldbank.org. Only short-listed candidates will be contacted.

The World Bank Group welcomes applicants from all over the globe regardless of gender, nationality, ethnic background, and disability.

* Candidates must be 28 years old or younger to be recruited as JPAs. For more information, please see the the JPA program website.

Proposed Terms of Reference for the JPA

The JPA will provide support to the Office of the Regional Vice President for Latin America and the Caribbean (LCRVP) at the World Bank and will report to the Operations Officer under the management oversight of the Director for Strategy and Operations. Guidance will be provided by the Operations Officer and the Special Assistant to the Vice President.

As part of the LCRVP office team, responsibilities include:

Management support

- contribute to the preparation of and follow-up on RLT/RMT meetings including scheduling, obtaining and circulating copies of presentations, and drafting minutes as required
- assist with logistical and other arrangements for events hosted or overseen by the LCRVP office
- assist with drafting or reviewing correspondence to be signed or cleared by the Vice President as well as with the preparation of presentations and talking points for speaking engagements
- follow up on deadlines and information as requested from other units in LCR

External policy community engagement

- support the LCRVP office in its engagement with the Latin American policy community in the Washington, DC area in collaboration with the region's External Affairs team;
- work with the Knowledge Management group and External Affairs to develop the LCRVP internal and external web pages by generating content, ensuring the accuracy and timeliness of information and updating information as needed
- review information on region-wide pages (internal and external) and provide feedback on the status of information available as well as ideas for facilitating access to Bank knowledge

Strategic review

- contribute to the review of key substantive issues as identified by the Director for Strategies and Operations
- assist with the preparation and compilation of background documents, presentations and policy briefings as required

Other tasks may be assigned.