



Career Services Newsletter
May 8, 2008
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Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Career Related Events

Organization Spotlight

Internships

Summer Internship in New Orleans

COLLEGE STUDENT JOB/INTERNSHIP IN NEW ORLEANS \$8000 - If you have a college student studying the environment or interested in public advocacy (or wishing to spend a HOT summer in New Orleans) this may be of interest. I know nothing about it, just forwarding information from an email received from the Gulf Restoration Network, which advocates for the survival and restoration of the Gulf of Mexico and its coasts and wetlands. Summer Jobs to Defend the Coast - Louisiana's coastal marshes continue to disappear at an alarming rate and soon it will be too late to protect our best storm protection, our coastal lines of defense. Our culture and our economy depend on revitalizing these precious resources. This summer, you can take action to "Defend Our Wetlands and Defend Ourselves" by working with us to organize public support for coastal restoration, pressure Congress and oil companies to fix the coast, and recruit new members for GRN. This summer job is perfect for college students.

You'll work in New Orleans to defend the coast with potential for travel throughout the Gulf, learn valuable outreach and activism skills, and earn \$4,500 to \$8000 over the summer! Just call 504-525-1528 ext. 203 to apply

Booz Allen Hamilton Internship Opportunity

Firm Overview:

Booz Allen Hamilton is a global strategy consulting firm. We work hand-in-hand with our clients—public sector agencies and senior executives of Fortune 500 companies—to transform their organizations and their industries with our combination of strategy, technology, operations, and change management consulting capabilities.

Key Role: Sourcing Intern

Sourcing Interns will partner with Booz Allen Hamilton's Recruiting department and will help support a key role in the firm's recruiting process. Specifically, Sourcing Interns will contribute significantly to the success of recruiting deliverables by proactively identifying candidates via a number of resources, including job boards. This will include a close partnership with Recruiters across the department.

Key Responsibilities of a Sourcing Intern Include:

- Sourcing for candidates on all major job boards
- Creating Boolean search strings that help yield best searching results
- Utilizing online database searches, internal databases, research and telephone verification

Candidates must be available to work 40 hours/week during Summer 2008 in Booz Allen's Herndon, VA office.

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

Basic Qualifications:

- Currently pursuing an undergraduate degree from an accredited college or university
- Minimum 3.0 GPA
- Excellent oral communication skills and strong writing skills
- Strong project management, organization and time management/prioritization skills
- Ability to work either independently or in a team environment, depending on the task at hand
- Exceptional performance in undergraduate academics or graduate studies
- Superior poise and judgment (demonstrated "grace under pressure")
- Strong Microsoft Excel experience

Editorial Internships at the Chronicle of Higher Education, Washington, DC

The Chronicle of Higher Education seeks interns for the fall 2008 session, which will begin in September. The Chronicle is an Equal Opportunity Employer committed to maintaining a diverse work force.

The internships are full-time in our Washington, D.C., office and will last through mid-December 2008. In addition to a \$500 weekly stipend, academic credit can often be arranged.

The interns' primary responsibilities are reporting and writing daily news articles for The Chronicle's Web site (which usually appear subsequently in print), contributing brief features to the "Short Subjects" section, writing news articles for other sections of the newspaper, and doing research for special projects. There is very little grunt work. Interns who prove themselves as reporters and writers are often asked to write full-length features.

The Chronicle places a premium on reporting that is accurate and writing that shines. All writing, including that done by staff reporters, is carefully edited. Interns typically leave with a set of strong, varied clips.

For information on The Chronicle, [click here](#). For comments from former interns, [click here](#).

Requirements: Experience writing for publication, either at a student newspaper or a professional publication, is required. Candidates with previous internships and deadline-reporting experience are preferred. Applications must be received by 4 p.m. on Friday, June 6, 2008. Applications that are late, e-mailed, or faxed will not be considered.

Applicants should send a cover letter, résumé with telephone and e-mail contact information, and a maximum of five varied and impressive clips to:

Don Troop
Internship Coordinator
The Chronicle of Higher Education
1255 23rd Street, NW
Washington, D.C. 20037

NO TELEPHONE CALLS

Callbacks are generally made within two weeks of the application deadline, and all applicants are notified by postcard when the search is completed, usually within six weeks. Candidates who are concerned about whether their application was received should use a mailing service that offers "delivery confirmation." Because of the volume of applications, we cannot be expected to respond to individual status requests. Those who violate that request will be referred back to this page.

Fellowships

Summer 2008 Human Rights Fellow- Colombia, Washington, DC

Organization: Advocacy Project
Language(s): English, Spanish
Start date: June 1, 2008
Last day to apply: June 1, 2008
Paid or unpaid: Unpaid
Skill(s): computer training, public relations, Web page design, Writing
End date: August 15, 2008
Last updated: May 6, 2008

Description:
FELLOWS FOR PEACE: Summer 2008

International Fellowship in Colombia with The Advocacy Project & Survivor Corps

Immediate need to fill! Applicants will be interviewed and hired on a rolling basis. To apply, send a cover letter and resume to Amy Burrows at: aburrows@advocacynet.org. Applicants do not need to be US citizens or attend US-based universities.

The Advocacy Project (AP) is a DC-based non-profit dedicated to strengthening civil society around the world. Using a grassroots approach, we support advocates who work in social justice and human rights at the community level. Our mission is to help community partners to produce, use, and disseminate information about their advocacy work. Each summer, we recruit Peace Fellows to volunteer directly with our partner organizations.

Currently, we have an immediate need to fill a Peace Fellowship in Bogota, Colombia. The Peace Fellow will volunteer with the Survivor Corps (Formerly known as Landmine Survivors Network.) The position is fulltime (~40 hours/weeks), unpaid, and for the duration of the summer (roughly 10-12 weeks, June-August). The Fellow will report to the director of Survivor Corps in Colombia as well as to the AP Fellowship Coordinator.

Job Description:

1) Colombia: Advocating for Greater Social Inclusion of Conflict Survivors Through

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Communications-Based Human Rights Advocacy

Based in: Bogotá

**** Note:** This Fellowship is sponsored! The Peace Fellow will receive a \$1000 stipend plus \$250 towards the cost of insurance.

Host: Survivor Corps Colombia (SCColombia). Formerly known as Landmine Survivors Network, SCColombia was established in June 2007. Survivor Corps vision is a Victim-Free World where survivors of violence and war triumph over tragedy; a world where survivors are rebuilding their lives and thriving as leaders in their own communities, and raising their voices for peace. The three over-arching projects that the Colombia office has designed are:

1. Rebuilding communities through peer support: from victims to survivors, from former combatants to citizens
2. Rebuilding communities through social inclusion and peace building
3. The 1092 Campaign: putting into practice the right to work for people with disabilities in a context of armed conflict

SCColombia asks that the Peace Fellows work weave into the above projects with an emphasis on Communications Technologies, as follows:

Responsibilities:

- Help SCColombia and partners design a communications strategy to get its message heard locally and through a global constituency
- Help SCColombia design a communications strategy to take its message to advocacy targets
- Produce information on SCColombia work through blogs
- Train hosts to blog
- Provide a one day training of the whole range of tools available (photo libraries, video footage, social networking, AP website, contact databases –local, global, diáspora-environ-scan, eco-network, etc) to improve advocacy and lobbying : basic concepts with examples, addressed to a non IT audience
- Help SCColombia understand other ICT needs

Qualifications:

- Advanced Spanish (oral a must, and written preferred)
- Graduate level Fellow
- Understanding of issues relating to human rights, social justice and development
- Self-reliance, flexibility, and a sense of improvisation and creativity
- Experience networking and conducting outreach at national levels a must, international experience highly valued
- Experience working in a cross-cultural context highly valued
- Information and ICT skills
- Interest and knowledge of Latin America/Colombia highly valued
- Interest in working with survivors of conflict

Application instructions:

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Please e-mail aburrows@advocacynet.org with your resume and cover letter ASAP.

To view our FAQs, visit:

<http://advocacynet.org/page/FAQs>

To gain a better understanding of the Fellowship experience, applicants are encouraged to:

o Read the blogs written by past Peace Fellows.

(<http://www.advocacynet.org/blogs/>). Blogs are organized by Fellow, Year, and Country.

o Review the AP Partner Pages

(<http://www.advocacynet.org/page/communitiespartners>).

PLEASE NOTE: Due to an overabundance of spam, messages sent to APs general email addresses sometimes get filtered out. To ensure that your application reaches us, please send it to the address listed (aburrows@advocacynet.org). If you do not receive notification of receipt within a week, please follow up.

APPLICANT RESTRICTION NOTICE: The Advocacy Project is an equal opportunity employer and does not discriminate on the basis of gender, ethnicity, sexual orientation, religion, or other personal factors.

However, given the highly sensitive nature of some of our positions, we must occasionally limit recruitment to women only. This may be due to cultural and security constraints or to psychological considerations for beneficiaries. We hope you understand.

Jobs

Korea Full-Time Lecturer Position with Keimyung University, South Korea

Position: Full-time Lecturer (Non-Tenure Track)International Relations, International Business,
and MS Information Technology
Salary: \$40,000 to less than \$50,000

LocationDate posted: 5/6/2008

Position: Full-Time Lecturer (Non-Tenure Track)
Salary: Competitive compensation (commensurate to rank, experience and qualifications), plus housing
Institution: Keimyung International College (KIC),
Keimyung University
Location: Daegu, South Korea

Application deadline:

June 30, 2008 for Fall semester Appointment November 30 for Spring Semester Appointment

Keimyung University, founded in 1954 to provide Christian higher education just after the Korean War, is a well-established academic institution in Daegu, South Korea. The current student population is in excess of 26,000 and is the 9th largest University in the ROK. KIC is in a rapid growth mode and is seeking faculty members on a temporary or permanent basis for our new undergraduate programs, International Relations, International Business, and MS Information Technology beginning in September 2008..

Language of Instruction is English for all KIC courses.

Required Qualifications

Candidates must have Ph.D. or ABD in one of the following areas:

1) International

Business/Finance/Marketing/Accounting/MIS/OB/Trade
/Economics

2) International Relations/Political

Economy/Security/International Law/Asian Studies
/International Organizations/Political Science/Peace
Study/International Development

3) Information Technology/Information

System/Software/Engineering/Computer Science

Candidates must be committed to excellence in teaching, able to complement existing faculty and collaborate with other school and university faculty as appropriate.

Essential Functions and Responsibilities

The successful candidate will have primary responsibility for teaching 12 hours a week (Non-Tenure Track), evaluation, and administration.

Salary and Housing

Successful candidate will get competitive compensation per year (negotiable). We also offer free housing (on- or off-campus), airfare (one time round-trip in-coming and returning), medical insurance, and pension.

Application Procedure

Submit the required documentation below to the contact address (prints by airmail or scanned files by an e-mail). Finalist(s) will be individually informed of the interview.

Required Documentation

* Please submit the following documentation in English

- Curriculum Vitae with a recent photo
- A photocopy of final diploma (notarized by Ministry of Law or Korean Consulate in your country)
- A photocopy of certificates of Master's and Bachelor's degree
- Certification for teaching/ research career
- Enveloped references of department chair/ dean of college to which you belong
- A photo copy of passport

Finalists will be required to submit the original copies of the above documentation and other relevant materials (e.g. PhD dissertation, career certificates, and others)

Contact Information

Email: Dr. Jinha Kim (Associate Dean) - jhkim@gw.kmu.ac.kr

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Ms. Young-Wook Woo (Administrative Coordinator) - ywoo@kmu.ac.kr
Phone: 82-53-580-5143, 6503
Fax: 82-53-580-6505
Address: Keimyung International College, Keimyung University 2800 Dalgubeoldaero,
Dalseo-Gu, Daegu, Korea 704-701

Information about Keimyung University can be found at http://www.kmu.ac.kr/e_kmu/ and
about Keimyung
International College at <http://kic.kmu.ac.kr>

Two Assistant Director positions with the Conflict Resolution Program, Atlanta, GA

The Carter Center is guided by a fundamental commitment to human rights and the alleviation of human suffering; it seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health. The Assistant Directors (2 open positions) will assist the Director of Conflict Resolution Program and the Vice President of Peace Programs in designing, implementing and evaluating the programs mission and strategy. Designs, implements and coordinates activities of the Conflict Resolution Program, including projects, conferences, field missions, and other daily activities. Tasks include project development, implementation, and management; grant development; budget planning; program promotion; report production; networking and negotiating. Incumbent provides staff support and/or leadership in short-term trips to countries of potential programmatic interest. Incumbents may supervise staff, interns, and volunteers. The successful candidates will have a Post-graduate degree in conflict resolution, international relations, area studies, international law, or related fields and five years of experience in international conflict resolution, preferably in the field, including negotiation, mediation, facilitation, and program design. Incumbent should be detail oriented and well organized, assertively following and bringing activities to closure. A high level of personal energy and positive attitude are essential. Strong writing and communication skills and competence with computer applications are musts. Experience working with conflicts in Africa and the Middle East is preferred. Familiarity with NGOs and project-based fundraising is advantageous. Foreign language skills are preferable.

To apply for this position, please send cover letter and resume to: The Carter Center, HR, One Copenhill Avenue, Atlanta, Georgia 30307; FAX: (404) 420-3818; Email: scallah@emory.edu

Peace and Development Analysis Project Coordinator, UNDP Kyrgyzstan

PDA Project Coordinator—Terms of Reference (TOR)

Duration: 6 months

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

I. Peace and Development Analysis (PDA)

The purposes of the PDA are to raise the profile of the need for conflict prevention in Kyrgyzstan and build, among all of the key actors, a more in depth and common understanding of the key conflict areas, the capacities for peace that exist in Kyrgyzstan, and the links that exist between conflict prevention and development. The exercise will also identify key people at the national, regional and local levels who could be pivotal in building peace. It will be a mechanism for gathering new information and for shifting previous knowledge gathered under the former UNDP conflict prevention programme from UNDP to local partners, including the government.

II. Goal and Objectives of PDA

Goal: To strengthen national capacity to promote sustainable peace and development in Kyrgyzstan

Objectives:

1. To improve knowledge and skills of government and civil society to analyze peace, conflict and development issues in a gender sensitive manner.
2. To contribute to making oblast level development plans more conflict-sensitive.
3. To lay the foundation for developing a national conflict prevention strategy.

VI. Duties and Responsibilities

Under the direct supervision of the Peace and Development Advisor, the PDA project coordinator will coordinate and oversee the day-to-day management and implementation of the Peace and Development Analysis process. The project coordinator will directly supervise one staff member (project assistant), and will work as the primary focal point for all partners. The project coordinator will be responsible for a) the timely implementation of the PDA; b) coordination of the work of the various consultants engaged in the process; (c) coordination of the PDA process with other activities of the ongoing Peace and Development Program (d) the provision of backstopping and regular update to the PDA steering board as well as to the management of the UNDP CO.

Specifically, the Project Coordinator will carry out the following duties and responsibilities under the following three interconnected phases of the PDA:

The Workshop Process:

- Supervise PDA process staff and the Civil Society Implementing Partner in consultations with the Oblast level stakeholders and partners on the approaches, methodology as well as awareness raising on the PDA process.
- Facilitate the work of the Oblast Level Advisory Groups.
- Facilitate the formation and work of the national level steering board.
- Oversee the training for the facilitators who will conduct the PDA process in each Oblast.

- Facilitate the process of sifting and organizing data from information generated during the PDA process.
- Organize meetings and assist in the facilitation of the discussions with the national level steering committee.
- Develop links between the workshop processes and ongoing oblast level development planning processes.

Research:

- Oversee the work of a research institute in its implementation of a research project, which will be used to support the findings and results of the Oblast Level Workshops.

Reports and Culmination:

- Supervise the drafting process of the oblast level reports incorporating the feedback and analysis of the oblast workshops, oblast level advisory groups and steering committee as well as aspects of the parallel research.
- Supervise the development and finalization of the national level report incorporating findings from the parallel research process and feedback from the national level steering board.
- Oversee the organization of a final conference to present the report and key findings to Government and Civil Society representatives, UN agencies, donors and key stakeholders during a national level conference.
- Together with the UNDP Peace and Development Advisor and Peace and Development Programme Manager, link the PDA process with a follow-up national level conflict prevention strategy planning process, which builds on the results of the PDA.
- Other related tasks as required by the Peace and Development Advisor and UNDP senior management.

VII. Results

- 7 Oblast Level Advisory Groups formed and functioning;
- 7 workshops conducted; information compiled and consolidated from each of the workshops;
- Parallel research conducted and findings recorded;
- 7 oblast level reports developed and drafted;
- 1 national level report developed and drafted;
- 1 national level conference organized.

VII. Qualifications

- Advanced degree in international development, social sciences, public administration or other relevant field;
- Three to five of experience in project management and coordination;
- Experience in the field of conflict prevention, including in implementing conflict analysis processes a plus;
- Proven ability to draft, edit and produce written proposals and results-focused reports in English;
- Experience with participatory planning processes;
- Proven experience working with Government, civil society, international organizations and donors;
- Good general knowledge of Kyrgyzstan or the former Soviet Union would be an asset;
- Fluency in Russian an asset;
- Good communication, interpersonal, analytical, leadership, liaison and negotiating skills;
- Knowledge of UNDP programming rules and procedures an asset.

Executive Director at the Life & Peace Institute, Uppsala, Sweden

Description:

Executive Director, Life & Peace Institute

The Life & Peace Institute (LPI) is an international and ecumenical centre for peace research and action. In its peace building programmes, LPI's objective is to work with civil society actors and help create conflict transformation centres capable of analyzing and managing complex conflict dynamics at different levels. The head office based in Uppsala, Sweden, supervises the national offices in Kenya, Somalia, Democratic Republic of Congo and Republic of Congo. New national offices in Ethiopia and Sudan are expected to open during 2008.

The Life & Peace Institute seeks an Executive Director for its head office in Uppsala,

Sweden, to start in July 2008 or shortly thereafter. The Executive Director is appointed for a four-year term, with a possible renewal for one further term.

Main responsibilities

- . Responsible for reaching LPI's strategic objectives and the management of the Institute
- . Responsible for the management of the institute including providing a day-to-day

management and leadership for a diverse team of staff and partners, modelling the kind of inter-ethnic and multi-stakeholder cooperation that LPI aims to bring about more broadly

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- . Responsible for the institute in legal issues and in relation to public authorities and other organisations
- . Ensure that the policy, work and development of the institute is within the terms of reference given by the board
- . Responsible to see that the peace research and action are strategically integrated, developed and implemented
- . Responsible for external networking and promotion
- . Responsible for fundraising including developing and maintaining relationships with donors
- . Responsible that appropriate financial management is carried out and ensuring compliance with donors' rules and requirements by overseeing the development and management of grants and budgets
- . Stay abreast of the international conflict resolution field
- . Be directly engaged in the continuing development of the organisation, its mission and its staff, through the sharing of experience and knowledge, particularly contributing to its Institutional Learning efforts

Qualifications and expectations

- . Extensive management experience of an NGO within the field of peace and conflict or related field, in order to ensure that both staff and programmes are effectively managed, supported and developed, and that staff are capable of achieving their work responsibilities and maximising their personal potential
- . Master's degree in a related area is required
- . Proven leadership and teambuilding skills
- . Ability to manage and prioritise the workload within tight time constraints under considerable pressure
- . International experience and ability to work with persons from a variety of cultures and religious outlooks
- . Well developed contacts within academic, ecumenical, development, governmental and peace-related networks
- . Capacity and personal presence to represent the institute in a public arena
- . Excellent communication skills, both written and spoken
- . Creative problem-solving skills
- . Native level fluency in written and spoken English, strong preference also for fluency in written and spoken French
- . Experience in successful fundraising and proposal writing
- . Demonstrated technical capacity in programme design tools, developing and implementing monitoring systems; familiarity with evaluation methodologies
- . Availability for international travel

For a full job description contact Ms. Ulla Vinterhav at +46 (0)18 179778, e-mail: ulla.vinterhav@life-peace.org. More information about LPI is also available at our website: www.life-peace.org.

Deadline for application 1 June 2008

To apply: Please send a full CV and covering letter, outlining relevant experience, a list of publications and other relevant documents to: Ulla Vinterhav, Sysslomansgatan 7, SE-753 11, Uppsala, Sweden or by e-mail: ulla.vinterhav@life-peace.org

Please note that only short listed candidates will be notified

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Resolution Specialist for the Special Education Reform Team, Washington, DC

Region: East

Location: Washington, DC, USA

Description:

Position Title: Resolution Specialist

Company Name: Special Education Reform Team (SERT) and the Office of Special Location: Washington, DC

Expiration: 7/31/2008

Description: Overseeing compliance with a governing agreement arising out of a class action lawsuit. The Resolution Specialist will play a key role in reducing the number of due process hearings and subsequent HODs by facilitating the resolution of issues and meeting the needs of students with disabilities creatively and effectively

Job Requirements: Facilitates and participates in special education due process while assisting school-based staff with resolution sessions that have resulted from due process complaints filed by parents/guardians against the agency.

Coordinates resolution sessions, including but not limited to ensuring proper staffing of meetings, as well as timely scheduling and convening of the resolution session.

Facilitates various school based meetings as assigned by the OOC with a goal toward early disposition and resolution.

Mediates resolution sessions by helping members of the IEP team focus on meeting the needs of the child and resolving the outstanding due process complaint related to the provision of special education for DCPS students.

Serves as the liaison and/or intermediary between school district representatives, DCPS personnel, parent advocates/parent attorneys, and other grievant parent/family representatives.

Education Requirements: Candidates should possess a Master's degree, JD or above. Experience in general education, special education or serving people with disabilities;

At least three years of work experience in early childhood education, administration, social services, mediation, business administration or related field.

How To Apply: APPLY NOW! Send a current resume and cover letter citing vacancy announcement #08-OSE-035

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to Jacqueline Greer - Central Office Recruitment and Staffing at Jacqueline.greer@dc.gov
For More
information - please visit: http://www.k12.dc.us/offices/ohr/vacancy_listing.htm

Contact Name: Jacqueline Greer

Contact Organization: Central Office Recruitment and Staffing

Contact Email: Jacqueline.greer@dc.gov

Researcher position with Amnesty International, Kampala, Uganda

Education: No requirement
Type: Full time
Language(s): English, French
Job posted on: May 8, 2008
Area of Focus: Human Rights and Civil Liberties
Salary: under review
Last day to apply: May 28, 2008
Last updated: May 8, 2008

Description:
Salary: Under review
Contract Duration: Permanent contract
Office Hours: 35 hours per week
Reference: AFR/08/04
Closing Date: 28 May 2008

You will play a leading role in defining our strategy in the Africa region, assessing where we will have an impact and how we can make a difference. You will engage with people on the ground, government officials and other relevant national and international organizations.

You will have worked or lived in the area and have a broad understanding of the political and social factors affecting the region. Your finely tuned research skills have been honed either in the field, academically or from a journalistic background. Fully signed up to our aims, you will combine your research experience with proven leadership, diplomatic and communication skills.

How to Apply:
For further information about this and our other current vacancies, and how to apply online, please visit us at <http://www.amnesty.org/jobs>. Please notice CV's will not be accepted.

<http://www.amnesty.org/en/jobs/vacant-positions/researcher-east-africa-kampala-based-2008>

Pact Program Officer, Washington, DC

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.
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Pact seeks a Program Officer in Washington, DC. The Program Officer provides program managerial and technical support to programs in Pact's field offices in Africa, Asia and Latin America and in the Democracy and Governance and Peace Building sectors. Responsibilities include coordination, support, monitoring and facilitating program implementation in the field, contributing to development of programs and budgets, providing technical resources for country-level staff, trouble-shooting country office issues, and supporting field personnel. Additional responsibilities include assisting the new business development team and programs division on proposal development and Pact representation in the international development community as well as participation and contribution to technical communities of practice and knowledge and learning efforts around the area of technical expertise.

Core Values: Pact employees embrace the following core values as representatives of the institution: all people have a right to participate in decisions affecting their lives; gender equity is mandatory for social transformation; resources are allocated in a transparent manner, guided by accountability to our clients and Pact's role as steward of resources intended for the poor; diversity in background, gender and age strengthen our capacity to be wise managers of public and private funds; teamwork and collaboration shape our day-to-day working relationships; innovation and risk taking to achieve impact and broad scaleable results drive strategic priorities; gathering and sharing information are primary roles for all employees; staff growth and advancement are a priority, including training and professional skills building to increase knowledge and competence and to stay abreast of new developments, especially in technology; a healthy balance between work and life outside of work must be maintained for work satisfaction and fulfillment.

Specific Duties and Responsibilities: Program back-stopping: Participate in/or support country offices and the regional office during project start-up phase, by helping to develop PMPs and Work Plans, share tools and materials from other similar projects within and outside of Pact, orient and train new program staff, help field to implement initial project activities. Provide, recommend or arrange technical assistance upon request, drawing upon Pact's global resource base as well as external consultants. Ensure the technical quality of project reports. Oversee that all programmatic results promised to the donor are delivered at required standards and within timeframe promised. Coordinate with other Pact HQ departments to ensure that field requests are processed in a timely fashion. Coordinate and follow up on Lead Country Management Team meetings and decisions.

Technical area: The Program Officer will provide technical guidance for one or more technical areas. Depending on the technical area, responsibilities might include: Managing an IQC in that technical area. Participating in the development of Pact's relevant technical areas and core competencies. Representing Pact at donor or NGO meetings on the relevant technical areas. Providing written input into proposals and reports on the technical area. Participate and contribute to Pact's relevant technical communities of practice and knowledge and learning efforts.

Knowledge management: For assigned geographic and technical areas: Place key documents on the intranet, including case studies, methodologies, policies, forms, etc. Ensure that the most updated accurate information regarding programs or initiatives is shared via the designated mechanisms, including any databases, CMT reports, newsletters and the webpage. Maintain the e-filing system of shared network drives, saving all relevant information to

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the designated location. Facilitate and/or participate in learning communities and task forces. Document methodologies and results that can inform the wider Pact community; share and promote these resources through a variety of means (including email, brown bags, the intranet, etc.). Monitor and share information from outside sources of news and information relevant to the areas of responsibility, including political and security information. Respond to information requests from the field in a timely manner. Supervise: Junior Program Officer as assigned. Any related assignments: The Program Officer will be responsible for any related activities or tasks, as assigned. Education and Experience

REQUIREMENTS: Master's degree or equivalent experience with emphasis on democracy and governance and peace building. 5 years of development experience with 2-3 years in field setting. Fluency in a language (French, Spanish, Russian) other than English is an advantage. Proven knowledge of project management cycle and communication skills. Good knowledge of USAID rules and regulations. Knowledge and understanding of USAID or other major donor's policies, procedures or regulations for program implementation. Ability to establish and sustain interpersonal and professional relationships with Pact staff in overseas offices, in donor organizations and in peer organizations. Demonstrated writing and analytical skills. Strong computer skills. Ability to travel at short notice. Ability to perform and prioritize multiple tasks. Proficiency in word processing, spreadsheets and database skills.

TO APPLY: Please visit our website at www.pactworld.org and fill out an online application. No phone calls please.