



Career Services Newsletter
October 17, 2007
Volume 3, Issue 21

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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

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Career Related Events

Organization Spotlight

Internships

Full and part-time internships with the Center for Strategic and International Studies, Washington, DC

Organization: CSIS

Location: United States (Washington, DC)

Website: www.csis.org

Compensation: N/A

Contact Information: Jennifer Groves

Email: employment@csis.org

Description:

Founded in 1962 by David M. Abshire and Admiral Arleigh Burke, the Center for Strategic and International Studies (CSIS) is a bipartisan, nonprofit organization headquartered in Washington, D.C. With more than 200 full-time staff and a large network of affiliated experts, CSIS seeks to advance global security and prosperity in an era of economic and political transformation by providing strategic insights and practical policy solutions to decision makers. CSIS serves as a strategic planning partner for the government by conducting research and analysis and developing policy initiatives that look into the future and anticipate change.

INTERNSHIPS CSIS offers full and part-time internships in the fall, spring and summer for undergraduates, graduate students, and recent graduates. Internships are unpaid and extend for a three month period with the possibility of continuing into the next term. Interns participate in a variety of activities that support individual programs, including research, writing, and project development. Interns are also encouraged to attend CSIS sponsored events and leadership building activities.

Qualification:

QUALIFICATIONS: The applicant must be at least a third year undergraduate student, and demonstrate a keen interest in the dynamics of international policy issues. Strong communication skills and excellent attention to detail

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are a requisite. The applicant should be familiar with internet research databases. Interested applicants should create a profile and submit an internship application online by October 25, 2007:
<http://www.csisopportunities.org/internships/application/>

European Central Bank Internship - PhD level, Frankfurt,

Ref ECB/TR/47/07

Business Area International & European Relations
Directorate / Division EU Institutions and Fora Division

Function

The Directorate General International and European Relations of the European Central Bank (ECB) is seeking applications from recent graduates or students who are close to completing their studies to participate in an internship in its EU Institutions and Fora Division.

The EU Institutions and Fora Division is responsible for defining ECB policy positions on EU issues, including those of an institutional nature. It maintains working relations with EU institutions and fora, and monitors developments in the internal and external policies of the European Union.

Objective

The internship aims to give successful applicants the opportunity to gain experience in European integration issues from a central banking perspective.

While at the ECB, the intern(s) will be expected to assist staff members of the EU Institutions and Fora Division in monitoring discussions and preparing notes on issues related to EU integration and governance and the EU's internal and external policies.

Successful applicants will be expected to conduct research and prepare contributions on issues falling within the Division's competencies, as outlined above, possibly with a view to further publication. Moreover, they will be expected to make presentations at Division internal seminars and to provide advice on academic methodology and techniques.

Qualifications and experience

The internship is aimed at students with the following qualifications and/or skills:

- A PhD degree in economics, political science or law. Applicants must be computer literate and able to handle standard software applications. A publication list would be an asset.

- A very good knowledge of English, including very good drafting skills, and a satisfactory knowledge of one other official language of the EU is required.

Media Intern with the International Crisis Group, Brussels, Belgium

The International Crisis Group is seeking one intern to work for six months with the Media Director early November 2007. The internship would suit a candidate with a recent graduate degree in journalism, media, communications, political science or similar.

Responsibilities:

- Media monitoring;
- Liaising with international and local media;
- Providing assistance to the Media Director; and
- Maintaining the Crisis Group database of media contacts; and
- Helping to manage Crisis Group's new television studio.

Requirements:

- European mother tongue (other than English and French) and an excellent verbal and written command of English;
- Enrolled in or recently completed a post graduate degree in journalism, communications, political science, conflict studies, public administration or similar;
- Previous media experience, especially in video; and
- Proven interest in international relations/conflict analysis.

If you wish to apply please send your CV, a cover letter and a writing sample (summary of dissertation or published article) to [Maïcha Cornerotte](mailto:Maïcha.Cornerotte@icg.org), clearly stating "Media Intern" and your preferred start date in the subject of the email.

Unfortunately, due to the large number of applications that we receive, we are unable to respond to each individual candidate.

Please note that our internships are unpaid.

Global Witness Spring 2008 Internship, Washington, DC

Nominated for the Nobel Peace Prize in 2002, Global Witness is a non-governmental organization dedicated to expose the role of natural resources in funding conflict and corruption around the world. Global Witness drives campaigns that end impunity, resource-linked conflict, and human rights and environmental abuses. We operate in areas where environmentally destructive trade is funding conflict or human rights violations. We collect the evidence and use it to achieve long-term change.

Thematically, Global Witness (GW) focuses on 3 campaign areas: conflict timber, blood diamonds, and corrupt oil and gas.

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Global Witness Washington is seeking an spring 2008 intern for a 2-6 month stay, to start in January 2008. GW Washington internships are geared towards current undergraduates, recent university graduates, and graduate students with a significant background in international relations, particularly in Washington advocacy and research on resource and conflict issues including diamonds and oil and gas. In order to support our general advocacy efforts, GW Washington also looks for candidates with an interest and experience in tracking Congressional developments (e.g. congressional calendars, legislation, hearings, committee assignments) and media coverage. Hill or other office experience and foreign language skills are a plus, but not a necessity. Washington-based interns interact with Global Witness staff and have the opportunity for in-depth learning in particular areas, as well as broad exposure to the DC policy community.

Although each internship is slightly different, the following assignments are typical of a GW Washington internship:

- Finding out about, attending, and reporting back on relevant Washington events and symposia related to GW issues, including Congressional hearings, policy dialogues, the Great Lakes policy forum, and others.
- Assisting with U.S. legislative advocacy, including drafting and disseminating documents, preparing for and attending Congressional staff meetings
- Tracking media developments
- Assisting with sector-related research, including review of oil and mining industry publications and international affairs articles related to GW work.
- Conducting more in-depth research on a topic that is mutually agreed upon between GW and the intern.
- Doing administrative work such as developing contact databases, handling communications logistics, etc.

Please note that applicants should either be U.S. citizens or have a valid U.S. visa.

To apply, please send a cover letter and resume to Sasha Lezhnev, Policy Adviser, at sasha@globalwitness.org The cover letter should include dates of availability.

Deadline: November 10, 2007. Length of internship: 2-6 months. Stipend provided.

Fellowships

Echoing Green 2008 Fellowship

Focus: Social Entrepreneurship

Application Deadline: 3 December 2007

Echoing Green is seeking entrepreneurs with an idea for social change and the desire to create a new organization to turn this idea into action. Echoing Green Fellows receive up to \$90,000 in seed funding, powerful technical support opportunities and access to a network of hundreds of the world's most accomplished social entrepreneurs. This opportunity is open to entrepreneurs of any nationality, working in any field of social change. For more information, click here.

<https://apply.echoinggreen.org/>

Jobs

Executive Director-Peace Commission, Cambridge, MA

Salary: \$53,583-\$62,239/annual plus 3% effective 12/30/07

Education: Bachelor (BA, BS, etc.)

Location: Cambridge, Massachusetts, 02139, United States

Posted by: [David Wilson Associates](#)

Posted on behalf of: [City of Cambridge](#)

Job Category: Activism & Organizing, Advocacy

Language(s): English

Job posted on: October 9, 2007

Area of Focus: Community Building and Renewal, Peace, War, and Conflict Resolution

Type: Full time

Last day to apply: October 22, 2007

Last updated: October 12, 2007

Description:

Originally established 25 years ago to raise awareness about the dangers of a nuclear world for a municipality and promote peace education, The Cambridge Peace

Commission has expanded its mission to challenge all forms of the roots of violence and to promote ideas, connections, and programs that contribute to peace-building through affirming diversity and building community within our city. We currently have an opportunity for a dedicated individual to further our mission and make a real difference.

Executive Director, Peace Commission (M044-IL)

Full-time (37.5 hrs/week, some nighttime and weekend meetings required)

Manage all aspects of the Cambridge Peace Commission. Work in collaboration with a volunteer City Commission, providing leadership in policy and advocacy, strategy, planning and implementation of activities relating to peace and justice in Cambridge. Coordinate and support task forces, coalitions, trainings, education programs, and other citywide events. Recruit, train and supervise interns; write reports; develop and monitor operating budget; and manage day-to-day operations and fiscal controls.

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Requires BA; 5-7 yrs related leadership experience; program mgmt and development exp; and strong financial mgmt, writing, communication and interpersonal skills. An advanced degree & database/web mgmt exp a plus.

APPLICATION PROCEDURE: Internal applicants, submit job bidding form and 2 copies of both your resume and letter of interest; external applicants, submit 2 copies of both your resume and letter of interest by 5:00 pm on the closing ate to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139. Fax: (617) 349-4312. Email: employment@cambridgema.gov.

Closing date: 5pm on 10/22/07.

THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CITY OF CAMBRIDGE RESIDENTS ARE ESPECIALLY ENCOURAGED TO APPLY.

How to Apply:

APPLICATION PROCEDURE: Internal applicants, submit job bidding form and 2 copies of both your resume and letter of interest; external applicants, submit 2 copies of both your resume and letter of interest by 5:00 pm on the closing date to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139. Fax: (617) 349-4312. Email: employment@cambridgema.gov.

Permalink: <http://www.idealists.org/en/job/245281-16>

Security Advisor with Save the Children UK Ethiopia program, Somali Region, Ethiopia

Save the Children UK

Ref 4305

Region Africa - East and Southern

Country Ethiopia

Job Location Somali Region

Position Type Fixed Term

Budget Responsibility Yes - To be confirmed

Line Management Responsibility Yes - To be confirmed

Salary £24,685 - £26,993

Contract Duration 3 months

Closing date for applications 28 October 2007

Save the Children UK Ethiopia Country programme has been operational in the Somali Region of Ethiopia for a number of years with both development and emergency programmes. The area has been characterised by a number of wars, civil conflict, insecurity and recurring drought, with limited development and low levels of infrastructure and services.

Livelihoods are mainly pastoral and agro pastoral. The population is spread over a wide area that remains insecure due to the ongoing insurgency opposition groups. A major security operation and clampdown on movement in five zones of the region followed an attack in May on a Chinese

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supported oil exploration facility where a number of Chinese and Ethiopians were killed. This has affected cross border informal trade, population movement, market prices and trade, threatening food security conditions in an area racked by violence and insecurity.

Save the Children UK assessments, as part of its ongoing monitoring and support to the regional and federal authorities with early warning advice, suggest a population of over 500,000 who are currently experiencing a food security emergency. 'Acute watery diarrhoea' is present in many of the security affected areas adding a further complication to a nutritional emergency.

There is limited NGO presence in the area, which suffers from a chronic lack of infrastructure and external support. Until recently the UN had predominantly restricted access for its staff. Security remains a critical issue with ongoing fighting between government forces and opposition elements, and concerns over the use of explosives and landmines.

Due to the urgent nature of this position applications may be reviewed on receipt and prior to the closing date.

Salary & Benefits:

Type of work: Contract

Location: Somali Region, Ethiopia

Languages needed:

Closing date: 10/29/2007

Date job appeared on the site:10/12/2007

To apply:To apply for this role please visit www.savethechildren.org.uk/jobs

[More info http://us.oneworld.net/job/view/16296](http://us.oneworld.net/job/view/16296)

Senior Regional Advocacy and Capacity Building Coordinator, World Vision UK,

Europe

World Vision UK

World Vision is a Christian relief, development and advocacy organization, dedicated to working with children, families and their communities world wide to reach their full potential by tackling the causes of poverty and injustice.

World Vision is dedicated to working with the world's most vulnerable people, and serves all

people regardless of religion, race, ethnicity or gender.

Senior Regional Advocacy and Capacity Building Coordinator

Location: Europe

This newly created role will be responsible for developing World Vision's European advocacy work and building the capacity of our European offices in this area. You will take a lead in developing and implementing a new European-wide advocacy strategy. This will involve training staff in new advocacy initiatives and facilitating and coordinating internal regional networks. In addition, you will link to Partnership-wide advocacy strategies and initiatives to ensure that the European Region is represented and to secure advocacy support for national and regional initiatives.

Requirements

Strong leadership qualities, ability to build cross-cultural relationships as well as a strong interest in European justice issues; Master's degree or equivalent in social studies, development studies, international relations related field; Proven track record experience in practical advocacy work at national and European levels; Proven experience in preparing and delivering advocacy training; Excellent analytical, interpersonal, and negotiations skills; Ability to travel 30% of the time; English and at least one other EU language is preferred

Salary & Benefits: £39,000 p.a.

Type of work: Contract

Location: Europe

Languages needed: English

Closing date: 10/26/2007

Date job appeared on the site: 10/09/2007

To apply: For further details, please visit our website <https://www.worldvision.org.uk/jobs>, click on the job and "Register" online to apply.

[More info http://us.oneworld.net/job/view/16272](http://us.oneworld.net/job/view/16272)

Director of Capacity Building Programs with Center for the Study of Human Rights-Columbia University, New York, NY

Salary: Commensurate with Experience

Education: Bachelor (BA, BS, etc.)

Location: New York, New York, 10027, United States

Posted by: [Center for the Study of Human Rights, Columbia University](#)

Job Category: Activism & Organizing, Advocacy, Education & Training, Management , Project management

Language(s): English

Job posted on: October 10, 2007

Area of Focus: Education and Academia, Human Rights and Civil Liberties

Type: Full time

Last day to apply: December 9, 2007

Last updated: October 11, 2007

Description:

Reporting to the Associate Director, the incumbent is primarily responsible for all capacity building activities administered by CSHR. The incumbent manages and oversees the planning, organizing, and day-to-day operations of the Human Rights Advocates Program, an annual four-month training program for human rights activists from around the world. The incumbent is also responsible for overseeing the administration of the Third Millennium Foundation Fellowships, which CSHR has been contracted to coordinate. The incumbent will also oversee existing capacity building projects (e.g. the CSHR-Jackson partnership for Russian human rights activists). In addition, the incumbent is responsible for developing new capacity building programs and projects. As CSHR takes on new projects, the incumbent will be expected to manage those related to capacity building. The incumbent will supervise the Program Coordinator as well as 3-5 work study students per semester.

To fulfill these responsibilities, the incumbent is expected to develop and support the HRAP Advisory Board and network of HRAP alumni; establish and maintain collaborative exchanges with human rights organizations and universities around the world; develop new funding strategies and seek new funding sources including the preparation of proposals for new and existing programs; outline a strategic plan for CSHR capacity building programs, advise students about human rights internships and jobs; facilitate student placement with human rights NGOs globally; design, implement, and evaluate capacity building programs; represent CSHR at conferences and in human rights partnership programs throughout the world; advise human rights organizations and leaders on strengthening their own programs; and following developments in the human rights field.

About the Center for the Study of Human Rights:

Established in 1978 at Columbia University, the Center for the Study of Human Rights is committed to three core goals of providing excellent human rights education to Columbia students, fostering innovative interdisciplinary academic research, and offering its expertise in capacity building to human rights leaders, organizations, and universities around the world. The Human Rights Advocates Program (HRAP) is a capacity-building program designed to strengthen the skills, knowledge, and networks of proven human rights defenders from the Global South and marginalized communities in the United States.

Additional Qualifications:

Minimum qualifications to be considered an applicant:

A minimum of three years of related human rights experience required.

Experience working with a human rights non-government organization required. Substantive knowledge of human rights mechanisms and their applications. Expertise in issues related to human rights required. Experience in management of personnel. Particular expertise in training strongly preferred. Knowledge of international and grassroots human rights NGOs and international organizations. Fundraising experience.

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Excellent writing and communications skills. Excellent interpersonal and inter-cultural skills. Ability to work independently and as part of a team. Excellent organizational and administrative skills with attention to detail. Computer and internet literacy.

Preferred Qualifications:

Advanced degree in international affairs or related field strongly preferred. Knowledge of issues related to the global economy preferred. Fluency in a major language in addition to English preferred.

How to Apply:

Applications must be submitted through <http://jobs.columbia.edu>. Search requisition number 051587 or go to <http://jobs.columbia.edu/applicants/Central?quickFind=107793>

Position to be filled as soon as possible. Applications are accepted on a rolling basis until job is filled.

Permalink: <http://www.idealists.org/en/job/245598-220>

Two Senior Technical Advisors positions- Asia Foundation, Kabul, Afghanistan.

The Asia Foundation, a non-profit, non-governmental organization committed to the development of a peaceful, prosperous, and open Asia-Pacific region, is seeking two qualified short-term consultants to serve as Senior Technical Advisors to the Independent Directorate for Local Administration/Governance (IDLG) in Kabul, Afghanistan.

The IDLG will supervise the affairs related to provincial governors, provincial councils, district chiefs and their offices, as well as municipalities, and shall report directly to the President. The Advisors will support the newly-established IDLG at the center of government in developing and implementing a comprehensive policy for sub-national governance in Afghanistan. The purpose of the assignment is to define IDLG's institutional needs and design a three-year program of work and support to the IDLG. It is foreseen that inputs will be clustered in the following key areas: facilities and support infrastructure; organizational structuring and reform; training and capacity building; policy analysis, coordination, and advocacy related to legal, regulatory, and procedural reform; public and donor contact and outreach; crisis management; and design of governance relationship between the center and sub-national levels.

The consultants will need to demonstrate the following. Knowledge and/or experience of the legal, political, economic, administrative and socio-cultural context of public administration reform in Afghanistan. Knowledge of the nature of community-power-structure in societies where tribal set up and religious institutions compete with the power of the state. In-depth knowledge of institutional development and change management, especially in the context of post-conflict, weak or failing states. Demonstrable knowledge and/or experience of the advantages, disadvantages and inter-dependencies of a range of options for key center of government institutions. Experience of undertaking effective consultation with a wide range of national and international stakeholders,

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with a range of interests. Experience of designing capacity building programs, which are responsive to needs, comprehensive and to scale. Familiarity with major bilateral program design principles and methods, including development of logical frameworks and terms of reference.

In order to define outcomes, outputs, activities and inputs, the consultants will consult closely with counterparts in Afghanistan including: the Director General of the IDLG, staff in IDLG, staff in the OoP and other members of centre of government decision-making bodies; key government agencies that work on or influence sub-national governance; other important institutions such as the Independent Administrative Reform and Civil Service Commission, the Independent Election Commission, Office of Attorney General, Supreme Court, and Directorate for National Security (NDS), ANDS; and bilateral donor agencies, multilateral development agencies, international NGOs, local non-government counterpart organizations currently or planning to be active in sub-national governance development in Afghanistan.

QUALIFICATIONS: Applicants must have a minimum of 10 years of experience and an advanced degree in Political Science or another relevant field and must have experience developing and managing complex projects, leading and supervising multi-disciplinary teams, and working with government and donor communities. Excellent written and spoken English are required. Local language capability is desirable. Several years of senior government policy work including institutional analysis in a newly emerged and intensely politicized setting, policy analysis and experience with facilitation through the entire political decision-making process is desirable. Excellent consulting skills will be required including: communication, both oral and written, consensus building, team facilitation, an emphasis on results and cultural sensitivity. Experience or knowledge of Afghanistan and/or South Asia is preferred. Duration: six weeks, beginning in or about October, 2007.

TO APPLY: Interested applicants should email a cover letter and resume to consultantssf@asiafound.org. The Asia Foundation is an equal opportunity employer. Women and people of color are encouraged to apply. Application Deadline is October 20, 2007.

IFES Senior Election Administration Specialist, Kabul, Afghanistan

Organization: IFES Democracy at Large

Location: Afghanistan (Kabul)

Website: www.ifes.org

Apply online: [Click here to apply online for this position >>](#)

Description:

Position: Senior Election Administration Specialist Division: Europe and Asia Location: Kabul, Afghanistan

About IFES: IFES is an international, nonprofit organization that supports the building of democratic societies. IFES provides targeted technical assistance to strengthen transitional democracies. Founded in 1987 as a nonpartisan, nonprofit organization, IFES has developed and implemented comprehensive, collaborative democracy solutions in more than 120 countries.

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Project Title: Supporting Elections in Afghanistan **Project Description:** IFES in co-operation with other partners provide electoral support, skills and knowledge development to the Independent Elections Commission of Afghanistan (IEC). With the next round of elections due in early 2009, IFES and partners are endeavoring to develop the IEC to a sustainable level where minimal international support will be required for the 2009 elections.

Responsibilities: • Coordinate and lead IFES' technical support and guidance to the IEC; • Provide an international comparative perspective to the IEC in policy related matters; • Conduct strategic planning workshops for members and senior staff of the IEC; • Facilitate roundtable discussions with the IEC, international advisors and other relevant bodies on electoral framework issues; • Coordinate program activities with the UN, other international organizations, governmental and non-governmental organizations; • Develop and maintain constructive working relationship with the diplomatic community, international and national assistance providers, and program partners; • Deliver monthly program assessment reports to IFES/Washington; • Deliver a program assessment report component for the IFES Afghanistan quarterly report; and • Prepare and submit a final report detailing the conduct of activities, results, and recommendations at the conclusion of the assignment.

Qualifications: • At least 10 years of relevant work experience directly related to technical assistance for electoral systems and processes; • Demonstrated initiative and problem solving skills; • Strong oral and written communication skills; • Experience working and living in Asia or post-conflict democracies preferred; and • Master's degree in political science, international relations, or other related discipline preferred.

Successful candidate will be able to demonstrate the following attributes: • Ability to represent IFES at highest professional and governmental levels; • Facilitate working with local partner organizations; • Sound judgment, diplomatic tact, and mature common sense; • Team player with leadership experience in field programs; • Ability to work successfully in a multicultural and politically sensitive environment; and • Ability to transfer electoral management skills and knowledge in a learning environment.

Applying: Applications will be accepted online only, through the IFES website. To apply visit our careers website at <http://www.ifes.org/careers.html>. Then follow the instructions on how to upload your resume and answer prescreening questions. A cover letter is welcome and can be placed in the applicant notes section.

EEO/V/D/M/F #39-07

Qualification:

Qualifications: • At least 10 years of relevant work experience directly related to technical assistance for electoral systems and processes; • Demonstrated initiative and problem solving skills; • Strong oral and written communication skills; • Experience working and living in Asia or post-conflict democracies preferred; and • Master's degree in political science, international relations, or other related discipline preferred.

Successful candidate will be able to demonstrate the following attributes: • Ability to represent IFES at highest professional and governmental levels; • Facilitate working with local partner organizations; • Sound judgment, diplomatic tact, and mature common sense; • Team player with

leadership experience in field programs; • Ability to work successfully in a multicultural and politically sensitive environment; and • Ability to transfer electoral management skills and knowledge in a learning environment.

Field Coordinator Electoral Operations, Baghdad, Iraq

Organization: IFES Democracy at Large

Location: Iraq (Baghdad)

Website: www.ifes.org

Apply online: [Click here to apply online for this position >>](#)

Description:

Position: Field Coordinator Electoral Operations Division: MENA Location: Baghdad, Iraq

About IFES: IFES is an international, nonprofit organization that supports the building of democratic societies. IFES provides targeted technical assistance to strengthen transitional democracies. Founded in 1987 as a nonpartisan, nonprofit organization, IFES has developed and implemented comprehensive, collaborative democracy solutions in more than 120 countries.

Project Title: Electoral Technical Assistance to the Independent Electoral Commission of Iraq (1002-512)

Project Description: With support from USAID, IFES's role in the continuing the electoral process in Iraq will be to provide institutional support and technical advice to the Independent Higher Electoral Commission of Iraq (IHEC) along with the United Nations (UN) Electoral Assistance Division. Activities under this program include: training of election administration staff, advising on the development of laws and procedures pertaining to elections, and education of voters and election stakeholders regarding the electoral process. Project duration contingent upon continued funding.

Responsibilities: Under the direction of the Chief of Party: „X Advises and assists the IHEC develop programs to identify possible operational threats for future electoral events „X Advises IHEC and IEAT with current needs assessments leading to the resolution of possible operational threats regarding electoral activities (including voter registration and all other field based activities). „X Provides advice, assistance and coordination with regards to general operational planning within the IHEC. „X Works with IHEC Field Coordination and Support Unit and IEAT to develop a draft national plan. „X Keeps up-to-date the Governorate Electoral Office's electoral preparedness records

Main IHEC counterpart: Director of Operations

Qualifications: „X Minimum of five years experience with election administration and international program management; „X Proven track record with democracy and governance programming in developing countries; „X Preferred ability to formulate formal and informal training programs. „X Team player with excellent interpersonal/representational skills; „X

Excellent oral and written communication skills. „X General project management skills, including project reporting. „X Experience working or living in a developing country preferred. „X Arabic language skills preferred.

Successful candidate will be able to demonstrate the following attributes: „X Team player „X Flexible „X Leader „X Mentor „X Creative „X Problem Solver

Applying: Applications will be accepted online only, through the IFES website. To apply visit our careers website at <http://www.ifes.org/careers.html>. Then follow the instructions on how to upload your resume and answer prescreening questions. A cover letter is welcome and can be placed in the applicant notes section.

EEO/V/D/M/F #55-07

Qualification:

Qualifications: „X Minimum of five years experience with election administration and international program management; „X Proven track record with democracy and governance programming in developing countries; „X Preferred ability to formulate formal and informal training programs. „X Team player with excellent interpersonal/representational skills; „X Excellent oral and written communication skills. „X General project management skills, including project reporting. „X Experience working or living in a developing country preferred. „X Arabic language skills preferred.

Successful candidate will be able to demonstrate the following attributes: „X Team player „X Flexible „X Leader „X Mentor „X Creative „X Problem Solver

Two Program Manager positions with the Services Group (TSG), Arlington, VA

Organization: The Services Group, Inc.
Location: United States (Arlington, VA)
Website: www.tsginc.com
Contact Information: Eileen Barber
Phone: 703-465-4292
Email: ebarber@tsginc.com

Description:

The Services Group (TSG) is an international economic development consulting firm specializing in strengthening government institutions and promoting private enterprise worldwide. TSG has deep experience in facilitating foreign direct investment, improving governance, assisting in the accession to the World Trade Organization, enhancing domestic economic competitiveness, developing special economic zones and strengthening institutions and regulatory regimes. TSG seeks two Program Managers to manage and back-stop projects in the Middle East and Colombia along with a host of new and existing USAID contracts within its Operations Unit. The Program Managers will report directly to the VP of Operations. Responsibilities include: - Monitoring project budgets and preparation of budget modifications - Developing and monitoring consultant and subcontractor contracts - Overseeing USAID approval requests and project related procurement - Ensuring compliance with USAID contractual regulations - Responsible for project start-ups and close-outs - Recruiting consultants as required, reviewing and approving monthly invoices to the client - Training and supervision of Assistant Program Coordinators and Program Coordinators - Assisting with new business proposal work as required.

Qualification:

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- BA and 3-5 years direct USAID project management experience preferably with one of the larger USAID contractors. - Extensive knowledge of USAID regulations and policies (including AIDAR and FAR regulations). - Good interpersonal skills, ability to work independently and be a proactive and collaborative member of a team. - Strong organization and prioritization skills, and attention to detail. - Previous management experience of more junior staff. - Proficiency with Word and Excel software. - Experience living or working overseas in relevant regions of the world is ideal. - Strong preference for candidates based in the DC metro area. Relocation is not offered.

Notes: For the Colombia Program Manager position, candidates must be fluent in Spanish. Fluency in Arabic is a plus, but not required for the Middle East Program Manager. **May require immediate travel to the field for a short period of time. ** For more details regarding the two positions, see www.tsginc.com -- Career Tab.

TSG offers a highly competitive compensation and benefits package. To apply, send a cover letter and resume to recruit@tsginc.com. Please include "Program Manager 100908FPA" in the subject line of the e-mail.

Program Manager with the Center for Strategic and International Studies, Washington, DC

Organization: CSIS

Location: United States (Washington, DC)

Website: www.csis.org

Contact Information: Jennifer Groves

Email: employment@csis.org

Description:

The Center for Strategic and International Studies (CSIS) is a non-profit, bipartisan public policy organization established in 1962 to provide strategic insights and practical policy solutions to decision makers concerned with global security and prosperity. Over the years, it has grown to be one of the largest organizations of its kind, with a staff of some 200 employees, including more than 120 analysts working to address the changing dynamics of international security across the globe.

CSIS is seeking a Program Manager/Coordinator to join the International Security Program (ISP). The Manager/Coordinator will assist ISP's Director and Special Assistant with the day-to-day management of over 40 different international security projects, with a heavy focus on budget design and monitoring.

Description of Duties:

- Designs, creates, and monitors project budgets in the International Security Program.
- Monitors and tracks personnel allocations.
- Tracks reporting deadlines for ISP deliverables.
- Drafts corporate allocation reports.
- Serves as liaison to Strategic Planning, Finance & Accounting and other operational departments.

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.

- Directs the Military Fellow Program and oversees the arrival and departure of Military Fellows.
- Develops working relationships with neighboring programs.
- Orients ISP new hires, fellows, and interns.
- Coordinates special program events.
- Designs and creates program outreach materials.
- Assists with the recruitment and management of ISP's interns.

Qualification:

Experience: 2 – 3 years experience with budget management accompanied by a Bachelor's degree, preferably in finance or business. The ability to conduct financial research, write analytical reports, concept papers and business correspondence. Ability to manage competing priorities and multiple projects under tight deadlines. A broad understanding of international security issues, grant writing skills and event planning is a plus. Strong communication skills are emphasized. Must be able to work autonomously, as well as in a large team setting. All applicants must be PC literate, specifically MS Excel, Word and familiarity with web-based research tools.

If interested in applying for this position, please submit a letter of interest and resume: employment@csis.org

Be sure to reference the position in the subject of the email

An Equal Opportunity Employer

Research Associate position with the Fund for Peace, Washington, DC

Website: www.fundforpeace.org

Compensation: Beginning salary of \$35,000 - \$40,000 based on experience and qualifications. Annual reviews will determine subsequent raises.

Contact Information: Sarah Osborn

Email: sosborn@fundforpeace.org

Description:

The Fund for Peace seeks an energetic, resourceful and motivated individual to serve as Research Associate of The Fund for Peace for immediate employment. This is a full-time staff position with benefits in a growing organization that is a leader in the field. Good opportunity for advancement.

Job Description: The Fund for Peace works in six thematic areas: Conflict Assessment, Sustainable Development, Strengthening Civil Society, Peace & Stability Operations, State Building, and Foreign Policy. The Fund for Peace utilizes a teaming structure to undertake projects associated with these six thematic areas. The Research Associate would initially be working on a research project in the Conflict Assessment thematic area that would involve using computerized content analysis to develop a predictive model for internal conflict and state failure. This work will require an understanding of the drivers of conflict and instability as

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developed on the Fund for Peace framework as well as advanced social science research methods, particularly quantitative analysis. The Research Associate would also be required to work on other projects as needed.

Job Duties:

- Assisting in the collection of data through computerized content analysis;
- Conducting quantitative analysis on the data using SPSS;
- Conducting in-depth research on internal conflict and state failure;
- Writing reports and articles on the above research areas;
- Taking the initiative to develop new projects and assisting, as directed, with others;
- Undertaking other administrative duties as assigned.

Application procedures: No calls please. Submit cover letter, one-page resume, 3-5 page writing sample, and names of three references with current contact information electronically to Sarah Osborn at sosborn@fundforpeace.org

Qualification:

- Undergraduate degree in International Relations, Security Studies or related field. Masters degree preferred;
- Knowledge of regression analysis and familiarity with standard statistical software required (SPSS preferred);
- 2+ years experience in related issues;
- Proven excellent organizational, communications, research and writing skills;
- Ability to work in high-pressure, fast-paced, multi-tasked international environment;
- Must also be a team player, able to work collaboratively with co-workers;
- Language skills and international experience are highly valued;
- Open to all nationalities, but must have valid and up-to-date US work authorization.

Political and Security Risk Contractors with Riskline, Multiple locations

Website: www.riskline.com

Contact Information: Fiona McBrien

Phone: +4570111911

Email: contractors@riskline.com

Description:

Riskline is looking for Contractors around the world to assist in the compilation of City Safety Reports. Contractors must have extensive on-the-ground experience of their chosen countries/cities, with a sound understanding of the political and security situation. On that basis they should be able to offer practical guidance on how to stay safe covering the following subjects:

- Travel Safety (road conditions, public transport, best modes of transport, dos and don'ts etc) - Travel information, formalities etc - Regional risk levels - Cultural and political sensitivities (women travelers, political issues, religious issues, any other country specific values and norms)
- Crime, corruption, organized crime, hot spots, risks from the security services, prison conditions, judicial system etc - Health risks, best medical facilities, availability of prescription medication, possibility of emergency evacuation etc

Our initial requirement is for City Safety Reports but the idea is that we develop ongoing relationships with our contractors on-the-ground, who will then be able to assist us with general updates to our political and security reports, personal and city safety reports and all bespoke reports commissioned by our clients.

Qualification:

Contractors should have:

- Demonstrable experience on the ground in a security or risk related industry
- Demonstrable knowledge of their specified countries including extensive travel in and around the area
- Excellent writing skills

Project Manager for Security & Defence with COPUR, Brussels, Belgium

> Your skills

- Experience with project management
- Good manners
- Language skills:
 - German – very good (written and spoken)
 - English – very good (written and spoken)

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- French a plus
- Knowledge of the EU institutions, ideally in the area security & defence

> Your tasks

- Preparation, organisation and realising events and seminars

> What we offer

- Part time position (50%) with the prospect of a full position later on.
- Interesting and diversified job
- Enjoyable work atmosphere
- Personal responsibility
- Work experience between EU institutions and business

> Contact

To apply for this position, please send your full application to the following address before 31 October 2007.

Christoph Raab
COPURA GmbH
Cours St. Michel 100/1
1040 Bruxelles
Belgium
+32/2/640.63.92

If you have any questions concerning the position, please contact Martin Gaal at 02.640.63.92

Four Program Officer positions with Global Rights in different locations around the world

Education: Master (MA, MSW, etc.)

Posted by: Global Rights (formerly International Human Rights Law Group)

Job Category: Project management

Language(s): English

Job posted on: October 15, 2007

Area of Focus: Human Rights and Civil Liberties,
Network of Nonprofit Organizations, Women's Issues

Type: Full time

Last day to apply: December 14, 2007

Last updated: October 16, 2007

Description:

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.

Global Rights: Partners for Justice is a human rights advocacy group that partners with organizations and activists around the world to build capacity for challenging injustice and to amplify voices within the global discourse. With offices or staff in countries around the world, we help create more just societies through a variety of strategies for change. Our programs assist local activists to have a voice in policy discussions, legal fora, and actions of the international human rights community. Our focus is on building the capacity of local actors to become effective agents for social change and our major programs include women's rights and gender equality and ethnic and racial equality, among others. We are a nongovernmental and nonprofit group headquartered in Washington, D.C. and are formerly known as the International Human Rights Law Group.

The Global Rights Access to Justice Program focuses on:

- Building the capacity of local NGOs to provide legal and paralegal services, and related community education and advocacy for justice sector reform, which serve to prevent and mitigate conflict and promote the security of disadvantaged populations in conflict, post-conflict, and conflict-prone countries;
- Collecting and disseminating best practices and lessons-learned in such access to justice efforts; and
- Building capacity for evidence-based advocacy with governments and donors on the link between conflict and the denial of justice to marginalized groups.

Job Description: Global Rights has openings for 4 Program Officers. The locations for the positions are Kabul, Afghanistan; Bujumbura, Burundi; Monrovia, Liberia; and Bogota, Columbia. Working collaboratively as part of an international team, each Program Officer is responsible for leading our Access to Justice Program work in their country and achieving the Program's goals. The Program Officers will work closely with local partner groups and will communicate regularly with each other. They report to the Global Rights Country Director and/or the Program Director for Access to Justice based at our international headquarters.

Key duties will include:

- ? Providing technical assistance, mentoring and guidance to our partners and recruiting additional technical assistance as needed.
- ? Monitoring sub-grant activities, if any.
- ? Assisting with data collection, monitoring and evaluation processes, including but not limited to conducting interviews and monitoring focus groups.
- ? Promoting cross-country integration, cooperation and collaboration to enhance and strengthen the program's activities.
- ? Organizing, facilitating and preparing partners for trainings, meetings and other events.
- ? Development of training materials with the Program Director and other colleagues.
- ? Researching, collecting and sharing information on substantive issues around access to justice, conflict and marginalization.
- ? Assisting with the preparation of concept papers, fundraising proposals and reports.

Desired qualifications include:

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• A university degree in a related field; a postgraduate degree is preferred.

• A minimum of three years of proven knowledge and professional experience in a relevant field.

• In-depth understanding of legal service provision.

• Experience working with non-governmental organizations, ideally in a capacity building or training role.

• Familiarity with international human rights law, particularly the human rights of women, racial or ethnic groups or other marginalized populations.

• Strong motivation, excellent team player and results oriented.

• Proven abilities as an independent thinker and proactive self-starter, and past work experience with minimal supervision.

• Clear commitment to the vision, mission and values of Global Rights.

• Willingness to travel, including to remote rural areas.

• Excellent communications skills.

• Fluency in English, French or Spanish is required.

The ideal candidate will be fluent in English and a local language.

Benefits and Salary: Global Rights offers a generous benefits package, which includes a health and retirement plan and up to five weeks of paid vacation per year. Salary is commensurate with experience.

How to Apply:

To apply, please send a cover letter indicating which location you are interested in and curriculum vitae, by email, fax or mail to:

Program Officer - Access to Justice Search
Global Rights
1200 18th Street, NW, Suite 602
Washington, D.C. 20036 USA
Fax +1 (202) 822 4606
Email: Jobs@globalrights.org
NO TELEPHONE CALLS PLEASE

Global Rights is an Equal Opportunity Employer