



Career Services Newsletter
November 10, 2006
Volume 2, Issue 32

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Job Search Spotlight

Career Related Events

ICAR & SPP Fall Résumé Clinics

Monday, October 23, 3:30-5:30
Truland Building, Room 555

Monday, November 13, 5:00-7:00
Original Building, Room 303

Résumé Review

Drop in to have your résumé reviewed or schedule an appointment by e-mailing icarjob@gmu.edu.
Bring a draft or your résumé to the clinic.

Resume Basics

Get starting writing an effective résumé with input and resources on résumé writing. Runs throughout the résumé clinic session.

A draft résumé not required.

Please RSVP for Workshops to icarjob@gmu.edu
Questions? Contact Julie Shedd, jshedd@gmu.edu, 703.993.3650

Sponsored by:

Institute for Conflict Analysis and Resolution Career Services
School of Public Policy Career Services

Fellowship Information Sessions at ICAR!

Great news, Tuesday, November 28th will be Fellowship Information Day at ICAR

From 2-3 pm

Deirdre Moloney, Mason's Coordinator for Post Graduate Fellowships and Scholarships, will be presenting from 2-3 pm in Truland Rm. 555 about the range of fellowships and scholarship opportunities available for graduate students and alumni. More information can be found on her web page at <http://www.gmu.edu/student/fellowships>

From 12-1 pm,

Suzanne Dadzie the program coordinator for the Academy for Educational Development (AED) Development Fellows Program will be at ICAR in Room 555 providing an information session on the program. The AED Development Fellows Program is an education abroad program for highly motivated and mature U.S. graduate and undergraduate students (or those between degrees or who have just completed their studies) who are interested in contributing to the work of established development assistance projects. The AED Development Fellows Program currently has two opportunities for graduate students that require expertise in the areas of peace building, security sector reform, and disarmament, demobilization & reintegration. The Nepal Transition to Peace Project (NTTP) that

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AED is implementing for the U.S. Agency for International Development (USAID) is looking for two different fellows to assist with two of their project's activities; 1) research on security sector reform and 2) the women's peacebuilding networks program. The project would like these two fellows to begin in January 2007 and work with them for 3 months. Students will be selected for the AED Development Fellows Program based on an application process requiring them to make a strong case regarding their participation in a specific project's work, and how this program would serve both their educational and professional goals. AED is pleased to work with applicants and U.S. institutions to address issues of earning academic credit through independent study. For detailed program information, applications, fee information, and estimated total program cost, please visit our program web site <http://cap.aed.org/>.

Organization Spotlight

Fellowships

Research Fellow, East-West Center, Hawaii

Salary: \$50,000 to less than \$70,000

Institution: [East-West Center](#)

Location: Hawaii

Date posted: 11/6/2006

Application deadline: 1/12/2007

Research: Research fellow position in the Pacific Islands Development Program at the East-West Center to conduct collaborative, policy-oriented, multidisciplinary research and dialogue. Work includes designing, conducting, and publishing research on policy related issues in the Pacific islands region. Also facilitates dialogue activities relating to social transformation, economic development, state formation, good governance, and conflict management. Requires ability to conceptualize research proposals and secure externally funded projects. Requirements include a Ph.D. or equivalent, and strong theoretical and empirical understanding of the Pacific islands development issues. Must have significant experience with forms of dialogue appropriate to Pacific island societies, record of field research experience and publication on Pacific development issues demonstrating an applied, policy-oriented multidisciplinary approach, and experience working with Pacific island policymakers. For the full announcement and details on applying, see our Web site at <http://www.eastwestcenter.org/about-eo.asp>. Applications received by January 12, 2007 will receive full consideration. An Equal Opportunity Employer.

Internships

Internships, The Institute for Multi-Track Diplomacy

The Institute for Multi-Track Diplomacy provides opportunities for six or seven interns each semester and summer. I am contacting you to request that you provide the following information to your graduate students who may be looking for an internship in the conflict resolution field for the spring semester.

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We expect the intern to dedicate 20 hours a week to the institute. We try to match the responsibilities of each intern with their research and personal interest as best we can. For example, this semester we have a student who is interested in West Africa, and spent a month last summer working in a Liberian refugee camp. He was assigned the task of restarting a project on Liberia that has been dormant for a while. Because of his work, we hope to do diplomatic training for the new Liberian parliament in the future.

Currently, interns are working on conflict resolution projects in Georgia, Kashmir, Zimbabwe, Nepal, Liberia, Ethiopia, Somalia, Japan, Korea, and China. Projects range from assisting to establish trauma, healing, and reconciliation centers in both Nepal and Zimbabwe, to the training of young diplomats from TGIE and Montenegro. IMTD also conducts dialogues between diasporas from multiple countries, such as Somalia.

IMTD provides interns with a unique experience because at IMTD interns are regarded as program officers because each IMTD intern is assigned a project which he or she oversees and it is up to that particular intern to run the project. The amount of office duties that each intern will be responsible for is minimal.

Internship Opportunities with Northern Virginia Mediation Service

The Northern Virginia Mediation Service (NVMS) has opportunities for students to perform credit-based internships for the Spring and Summer of 2007. Interns develop skills in mediation and conflict resolution, communication, client service, administration, case management, training design and delivery, marketing and non-profit management. Interns also have the opportunity to work closely with a dedicated group of staff, mediators, and trainers. The following internships are available beginning in January 2007:

Training Program Internships: Interns work with Training Program staff to support every aspect of NVMS training workshops, including policy development, workshop scheduling, the preparation of materials, administration, and logistics. Interns also will support the marketing and delivery of on-site training workshops.

Family Training Internships: Interns work with Family Mediation Program staff to support case and program management, including intake interviews, scheduling, mediator assignment, special projects, and policy development.

Community Program Internships: Interns work with the executive director to support the NVMS strategic planning initiative and coordinate the delivery of outreach and mediation services for all community disputes. Responsibilities include policy development, session scheduling, administration, and outreach.

Court Program Internships: Interns support Civil/Court Mediation Program staff with all aspects of NVMS court mediation programs in Arlington, Fairfax, and Loudoun Counties, including policy development, mediator scheduling, on-site coordination, and statistical reporting.

Marketing Internships: Interns perform market research, planning, and development to enhance non-profit training workshops, and family, civil, and community mediation. Interns will research, evaluate, analyze, develop and apply creative marketing skills to develop a series of outreach and marketing projects.

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Requirements: All interns participate in an orientation session and perform a minimum of 160 hours of work to receive internship credit and benefits.

Benefits: Interns have the opportunity to participate in NVMS training workshops (see list at <http://www.nvms.us/schedule.htm> and include mediation, negotiation, and facilitation skills) offered during the internship period at no cost.

Background: The Northern Virginia Mediation Service (NVMS) is a non-profit community dispute resolution center affiliated with the Institute for Conflict Analysis & Resolution at George Mason University (GMU). NVMS provides accessible and appropriate conflict education, prevention and resolution services from its offices and training center three blocks north of the Fairfax Campus of GMU. NVMS staff, interns and volunteers work together in a responsive, informal, and flexible work environment.

To apply, complete the Application at <http://www.nvms.us/forms.htm> and fax to 703.993.3551 or submit a resume to davidemichael@nvms.us

Interviews will be scheduled until internships are filled

Northern Virginia Mediation Service
4260 Chain Bridge Road, Suite A-2
Fairfax, VA 22030

Research Intern, Education for Peace in Iraq Center, Washington D.C.

Organization:

Education for Peace in Iraq Center (EPIC)

Location:

United States (Washington, DC)

Website:

www.epic-usa.org

Compensation:

unpaid

Contact Information:

Emily Leaman

Phone:

202-543-6176

Email:

emily@epic-usa.org

Fax:

202-543-0725

Description:

The Education for Peace in Iraq Center (EPIC) seeks a part- or full-time Research Intern to support our work to promote a free and secure Iraq. The intern will be intimately involved in the management of key programs and the production of important publications for the Center, including our newest program, The Ground Truth Project, which you can learn more about here: <http://www.epic-usa.org/Default.aspx?tabid=2218>

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EPIC interns have the opportunity to diversify skill sets and gain invaluable office experience in a fast-paced, Washington, D.C. nonprofit. Tasks include, but are not limited to, the following:

1. Conducting, transcribing, editing and promoting interviews with Iraqis, aid workers, veterans and others who have lived or worked in Iraq
2. Assisting in drafting and editing communications to members and the media
3. Helping to plan educational events for local members
4. Attending hearings and meetings on Capitol Hill and around Washington, and providing written and oral summaries to other staff members and for contribution to daily blog
5. Assisting with fundraising opportunities, including grants research and writing, direct appeals to members, e-campaigns, and the like.
6. Assist with research for contribution to the blog, occasional resources, and the director's media appearances and public speaking events.
7. Individual projects assigned based on interns skills/needs
8. Administrative duties, as needed.

For more information about EPIC internships, visit: <http://www.epic-usa.org/Default.aspx?tabid=69>

EPIC IS CURRENTLY ACCEPTING APPLICATIONS FROM CANDIDATES WHO CAN START IMMEDIATELY, AND THOSE WHO CAN START EARLY NEXT YEAR FOR THE SPRING INTERNSHIP CYCLE. To apply, email your resume, cover letter, brief writing sample, and three references to info@epic-usa.org, subject line: "Research Intern"

Qualification:

The candidate should be a college junior, senior, recent graduate or graduate student, and must have a minimum GPA of 3.0. A focus or concentration in political science, international affairs, or Middle East studies is preferred, and knowledge of Arabic is a plus, but not required.

The candidate should have a solid academic and/or employment history that demonstrates an interest in Iraq and the Middle East. The candidate must also demonstrate the following skills and qualities: punctuality, dependability, responsibility, maturity, willingness to learn, attention to detail, strong written, verbal and research skills, organization, and an ability to create, prioritize and meet goals. The candidate must be able to work under pressure, and he or she must be able to meet stated deadlines with high-quality, polished work.

The candidate must support the mission and goals of the organization.

Jobs

Program Manager, New Leaders Program Center for Progressive Leadership Washington, DC

The Center for Progressive Leadership (CPL) is a national, nonpartisan political training institute dedicated to building the next generation of progressive political leaders and activists. Through intensive training programs for youth, activists, staff, and future candidates, CPL provides promising emerging leaders with the skills and resources needed to become effective political leaders.

CPL is seeking a Program Manager to head its New Leaders Program (NLP). The NLP works to change the face of tomorrow's political leadership by connecting members of diverse communities to entry level positions in Washington, DC. By identifying qualified female and minority candidates, the New Leaders Program helps diversify the workforce of DC's political organizations, PACs, 527s, party committees, unions, advocacy organizations, and nonprofits.

During their placement, these "New Leaders" will attend political trainings and networking events sponsored by the Center for Progressive Leadership. The "New Leaders" will also receive individualized coaching and mentoring to support their leadership development.

The Center for Progressive Leadership was founded in 2003 and is a 501(c)3 nonprofit organization.

The Program Manager will work with CPL staff to:

- Create, maintain and cultivate relationships with current and potential political, advocacy, and nonprofit partner organizations to build a network and community for "New Leaders"
- Engage, recruit and screen qualified minority, women, and low-income individuals to become "New Leaders"
- Identify paid entry level positions at political, advocacy, and nonprofit organizations in Washington D.C.
- Build and expand relationships with organizations in order to promote NLP's candidates for available positions and to maintain the program's database of potential placements
- Work with CPL's program staff and partner organizations to design and provide training, networking events, individualized coaching and mentorship opportunities for individuals enrolled in the New Leaders Program
- Provide logistical support for "New Leaders" living in Washington D.C.

Location: The New Leaders Program Manager will be a full-time position based in Washington D.C. Some travel may be required.

Salary & Benefits: Salary for this position will be commensurate with the candidate's level of relevant professional experience.

Qualifications: CPL is a team of dedicated and passionate individuals. Applicants must be high energy and enthusiastic individuals who possess strong leadership skills, have a clear commitment to training and progressive politics, and significant connections in engaging communities of color.

A strong applicant will have:

- Experience mobilizing and recruiting individuals within minority and low-income communities
- Experience with outreach and partnership building within progressive politics arena
- Demonstrated commitment to promoting progressive values and causes through long-term leadership development
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Highly driven with a flexible schedule that can accommodate weekend and evening training sessions
- CPL is an equal opportunity employer. Minorities and women are encouraged to apply.

To Apply: Applications should be addressed to Philip Garboden,. E-mail a resume and cover letter in a single document, labeled with your name and the position to which you are applying, to:

Philip Garboden
Assistant to the President
Center for Progressive Leadership
E-mail: nlpmanager@progressleaders.org

Transitions & Fragile States Unit Coordinator, World Vision, UK

[World Vision](#)

World Vision is a Christian charity and one of the world's leading relief and development agencies, currently helping more than 100 million people in nearly 100 countries in their struggle against poverty, hunger and injustice, irrespective of their religious beliefs. World Vision is built on Christian core values which are reflected in its ethos and culture.

Location: United Kingdom (Milton Keynes)

Closing date: 24 Nov 2006

Job Description

In this role, you will manage a team that works on reconstruction and rehabilitation programmes post disaster and programmes in Fragile States (in particular Complex Humanitarian Emergencies). You will lead World Vision UK's strategy in these two areas; both within the World Vision Partnership, externally with donors and with other UK based international NGOs, networks and research institutions. The team that you will be leading will manage World Vision UK's relationship with its implementing partners in Fragile States and rehabilitation phases of Disaster response. Within this role you will also ensure the funding for, and the quality implementation of, projects within these programmes.

You will need to be educated to a master's degree level, or equivalent, with extensive experience in relief and development work, preferably in difficult environments. You require a theoretical understanding of relief and development and to be familiar with the current discourse concerning Fragile States. You will also have a thorough understanding of the standards relating to quality and accountability in the aid sector. You will be a self-starter with the ability to see the bigger picture and possess proven people management skills. Excellent verbal and written communication, outstanding analytical and facilitation skills are essential in this role.

Vacancies Contact

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To find out how you can start to use your skills and experience to really make a difference, log on to www.worldvision.org.uk/jobs for a full description and an application form or call 01908 841090. Please ensure that you provide additional information about the essential knowledge, experience and attributes in support of your application. You may wish to use the headings in Section 5 of the job description.
Reference Code: RW_6V6KA9-28

Emergency Consultants, Refugees International

[Refugees International \(RI\)](#)

Washington-based humanitarian advocacy organization

Location: - Various -

Closing date: 15 Dec 2006

Job Description

Consultants:

Refugees International, a Washington-based humanitarian advocacy organization, is building an emergency consultant roster. Assignments are 4-6 weeks and require ability to travel to dangerous places on short notice; prior experience responding to conflict-induced displacement; fluency in English and a relevant second language; knowledge of issues such as peacebuilding, protection, gender-based violence; familiarity with UN agencies and operational NGOs; advocacy experience; ability to write quickly and concisely. Washington-based candidates preferred. Submit cv and cover letter highlighting experience

Vacancies Contact

ri@refugeesinternational.org
subject line: Consultant roster

Assistant Professor of International Development, Georgetown University

Salary: Unspecified

Institution: [Georgetown University](#)

Location: D.C.

Date posted: 11/6/2006

Application deadline: 12/1/2006

International Development: Georgetown University, Edmund A. Walsh School of Foreign Service, Assistant Professor of International Development. The Edmund A. Walsh School of Foreign Service at Georgetown University invites applications for a tenure-track assistant professorship in international development, to begin August 2007 (subject to funding approval). The candidate should demonstrate a high level of scholarship and the potential for making

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significant disciplinary contributions in economics, political science or other social science disciplines relating to international development. Strong quantitative skills are especially important. Effective teaching is also essential. The holder of the position will teach undergraduate and graduate courses in international development, international political economy and/or related themes. A Ph.D. at the time of appointment and teaching experience are required. Applicants should submit a cover letter, a curriculum vitae, three letters of recommendation, a sample of scholarly writing, and copies of past syllabi and teaching evaluations, if available. Send all materials to: International Development Search Committee, c/o Peter Dunkley, Associate Dean for Faculty Affairs, Edmund A. Walsh School of Foreign Service, Intercultural Center, Room 301, Georgetown University, Washington, D.C. 20057. Review of applications will begin December 1 and will continue until the position is filled. Georgetown University is an Affirmative Action, Equal Opportunity Employer. Women and minorities are especially encouraged to apply.

Iraq Program Director, CHF International, MD

Organization:

CHF International

Location:

United States (Silver Spring, MD)

Contact Information:

Recruiter

Phone:

000-000-0000

Apply online:

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

Description:

The Iraq Program Director will provide management oversight for a county wide, multi-million, three year Community Action Program in Iraq which focuses on supporting the development of a more effective, transparent and governance systems, facilitates local economic development and assists in the stabilization of Iraq.

- * Oversee all program operations on behalf of CHF and the Consortium Management Unit for the implementation of ICAP II.
- * Ensure programmatic operations are in compliance with agreement and all implementing partners are acting in accordance.
- * Provide technical support and resources to enhance quality of program operations.
- * Oversees progress on expenditures and impact against agreements, contracts and work plans on a quarterly, fiscal year and life or program basis.
- * Pursue additional program development opportunities for the country as required
- * Actively monitors implementation activities, impact, burn rates, deliverables and conformance with the funding agreements.

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- * Review and assist with preparing monthly financial report and activity reports provided by Country Director and partners.
- * Supervises HQ support staff.
- * Train and manage headquarters officers and support staff on how to effectively support the field operations, analyze progress, submit budgets, support in the areas of procurement, compliance, subcontracts, and staffing.
- * Ensures compliance with CHF policies and donor regulations.
- * Liaisons and coordinates with other CHF Departments.
- * Represent CHF at meetings, conferences and workshops
- * Travel to program areas as needed.

Qualification:

- * At least 7-10 years international development experience, including 3 plus years directly managing programs abroad.
- * Past experience working with foreign donors (preferably USAID and other USG donors). Familiarity with other donor regulations a plus.
- * Advanced knowledge and experience with financial analysis and QuickBooks experience.
- * Superior written and verbal communication skills.
- * Able and willing to travel to areas deemed high security on short notice, for extended periods of time.
- * Willing to live and work with diverse cultures and social economic classes.

Assistant Director, Democracy, The Carter Center, Atlanta

Organization:

The Carter Center

Location:

United States (Atlanta, GA)

Website:

www.cartercenter.org

Contact Information:

Sabrina Burnett

Email:

scallah@emory.edu

Fax:

404-420-3818

Description:

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The Carter Center, an action-oriented, inter-disciplinary, non-profit institute founded by former US President Jimmy Carter, seeks an Assistant Director for the Democracy program with expertise and substantial experience in the fields of democratization and governance, including issues regarding electoral processes, civil society, the rule of law, and human rights.

The Democracy Program works to support the development of democratic societies worldwide. The program implements a global portfolio, involving both short and long-term election observation and electoral assistance projects, as well as activities designed to strengthen democratic governance. In taking a comprehensive approach to advancing democracy, the Democracy Program draws on the expertise of other Center peace programs that work to protect human rights, resolve conflicts, and strengthen regional and international institutions.

Working under the overall supervision of the program Director, the Assistant Director will be responsible for designing, implementing, managing, and evaluating projects and initiatives in support of the Program's mission and strategy, primarily but not limited to Africa and the Middle East. This will include providing key staff support or leadership on short-term missions to countries of interest. Other tasks and responsibilities include: budget and grant management, program promotion and fundraising, report production, intern supervision, and networking. The Assistant Director will work in a team environment with five staff and 4-5 interns, and will report to the Director of the Democracy Program.

Qualification:

Minimum qualifications: A bachelor's degree in a field related to program mission and five years of program related experience, including work in the field in democratic development. A high level of personal energy, a positive attitude, and experience in working in a culturally diverse work environment are essential. Knowledge of Microsoft Office products, strong writing and communication skills.

Preferred qualifications: Post-graduate degree in international studies, political science, or international public policy, or JD/law; Extensive experience and academic background on democratization issues, including the rule of law, and regional expertise in Sub-Saharan Africa, North Africa, and/or the Middle East. Language proficiency in French or Arabic. Familiarity with NGOs and project-based fundraising is a plus.

Customs Administration and Anticorruption Experts, DPK Consulting, Jordan

Organization:

DPK Consulting

Location:

Jordan (Amman)

Email:

resume@dpkconsulting.com

Fax:

(415) 495 6017

Description:

DPK Consulting seeks senior-level customs administration and anticorruption experts for an anticipated USAID-funded program in Jordan. The project will focus primarily on improving the efficiency of the Customs Department, implementing more streamlined procedures and processes at the border, and upgrading the Automated System for Customs Data.

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Qualification:

• Candidates must have a minimum of 5 years experience consulting on similar international donor-funded programs and considerable expertise in at least one of the following areas: - Determining sources of bottlenecks in the customs clearance process; updating procedures for custom agencies; implementing streamlined custom procedures and processes including interagency coordination mechanisms and information technology requirements; drafting policy and procedure manuals; training on and implementation of best practices and custom integrity; identifying, preventing and effectively dealing with corruption related issues within customs administration; procurement; implementing upgraded systems for customs data, establishing public information campaigns • Advanced degree in a related subject • Previous work experience in Jordan and/or the Middle East Region • Fluency in English; Arabic language skills a plus

Please submit resume and cover letter to resume@dpkconsulting.com or to fax number (415) 495 6017. Please be sure to reference "JO-06B.03" in the email subject line or fax cover sheet. No phone calls, please.

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

Instructor, UPEACE Manila Dual Campus Program

General Description	
Position Title:	Instructor
Name of Department:	UPEACE Manila Dual Campus Programme
Supervisor of the Position:	Assistant Professor Manila
Location of Position:	Manila, The Philippines and San José, Costa Rica
Length of Appointment:	15 January 2007 – to 14 January 2008

Statement of Qualifications

Essential Qualifications for the Position:	<ul style="list-style-type: none"> • Master’s Degree or higher, as recognized in the international community, in a field related to International Peace Studies. • The position requires creativity, effective interpersonal relations, ability to work in teams/groups, and tolerance for ambiguity.
Knowledge	<ul style="list-style-type: none"> • English-language proficiency, Tagalog language knowledge is preferable. Spanish knowledge is a plus.
Abilities and Skills	<ul style="list-style-type: none"> • Ability to work in teams/groups, computer skills.
Personal Suitability	<ul style="list-style-type: none"> • Willingness to participate in the dual programme and spend part of the academic year based in San José and part of the academic year based in Manila.

- Creativity, effective interpersonal relations.

Job Description

General Responsibilities for the Position:

The position has an academic and a coordination role. The academic component of the position consists of four main parts: teaching, student advising, research, and other services.

The Instructor will also ensure the academic continuity of the course syllabi and coordinate the development of the programme with headquarters.

Specific Responsibilities for the Position:

- Teaching duties include course design, lecturing, facilitating, grading, and other activities associated with lecturing.
- The Instructor may advise students on the students' current and future academic pursuits, including tutoring and assisting students throughout the year and supervising final projects and internships that lead to a graduate degree from UPEACE.
- The Instructor will develop his/her own academic research activities, complying with the UPEACE research policy.
- The Instructor would also participate in service activities of the Programme, including internships for students, continuing education, community outreach and short courses.
- The Instructor will ensure academic continuity of the course syllabi of UPEACE and Ateneo de Manila
- The instructor will report to the Department of Academic Administration the final grades of the courses and the

internship developed in Manila.

- The Instructor will update syllabi and course readings in conjunction with resident and visiting faculty in headquarters and Manila.
- The Instructor will assist in the organization and management of course preparation, delivery, and review of courses.
- The Instructor will be the main substantive contact person for visiting professors.
- The Instructor will assist the University in acquisition of funds for future projects, including writing grant proposals, cultivating major donors, corporations and foundations, and identifying and applying for donor funds.

Monthly Salary:

Entry salary range US\$1,500 – US\$1,950

Final salary offer will be made based on qualifications and experience.

Please submit your resume to jobs@upeace.org before November 30, 2006.

The activities under this project are financially assisted by The Nippon Foundation.

DIRECTOR OF INDEPENDENT MEDIA PROGRAM, America's Development Foundation, IRAQ

America's Development Foundation (ADF), a U.S. nonprofit organization engaged in the international development of democracy seeks a Director of Media for assignment in Iraq as a part of its USAID Civil Society and Independent Media contract. The Director of Media is responsible for organizing support to the independent media in Iraq including training, technical assistance and grants in the following areas: professional media skills development; media business development; media law advocacy and association building to encourage development of professional independent media associations and industry organizations. The Director of Media is based in Baghdad and manages local Iraqi media staff and program activities throughout the country. For additional information, please see ADF's

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website at www.adfusa.org.

Qualifications: A minimum of 10 years of professional experience including expertise working internationally supporting the growth and development of the independent media. Requirements include management experience, knowledge of training practices, and fluency in English.

TO APPLY: email resume to Michael Miller at mmiller@adfusa.org. Put Director of Media Iraq in the subject field.

CHIEF OF PARTY, LOCAL GOVERNANCE ACTIVITIES, BALKANS

ARD, Inc. (<http://www.ardinc.com>) requests expressions of interest from qualified Chief of Party (COP) candidates interested in joining ARD's proposed team for an anticipated USAID-funded project in the Balkans. US citizenship and relocation to the Balkans region is required. Anticipated start date is in early 2007. Successful candidates will lead multidisciplinary, multi-national teams of full-time and short-term technical specialists and administrative support staff in planning and implementing a three to five year local governance project in the Balkans. RESPONSIBILITIES: Serving as the primary point of contact with the funding organization (USAID), with host government counterparts (national and local) and with collaborating national and local non governmental organizations; Responsibility for the strategic and operational design of project activities, preparation of work plans, progress reports, and performance monitoring reports; and Oversight and quality control of all technical deliverables, personnel management, budgeting and financial management.

QUALIFICATIONS: Advanced degree (minimum Masters) in Public Administration/ Management, Urban Planning, Public Finance, Public Policy or other relevant fields; Previous senior management experience, e.g. Project Director/ Chief of Party preferably with USAID-funded activities; Minimum 10 years experience working on local government decentralization reform programs; Background in city management, public administration, and/or local public finance and budgeting; Proven ability to lead/motivate a multidisciplinary team under complex conditions; A track record of highly successful representation and cooperation with host country governments and donor organizations, with superior diplomatic and external relationship skills; Excellent cross-cultural interpersonal skills and excellent personnel management ability; Ability to negotiate with a wide range of public/ private stakeholders; Familiarity with project performance monitoring and evaluation systems; and Central/ Eastern European experience and regional language skills preferred.

TO APPLY: Please email (preferred) full, current, chronological curriculum vitae (CV) to jhammond@ardinc.com. Please refer to Balkans LG-COP in the subject line, or fax CV to J. Hammond at 802-658-4247. Applications that do not meet the minimum requirements listed above will not be considered. No phone calls will be accepted. ARD, Inc. is an Equal Opportunity Employer.

INTERNATIONAL TRAINING CURRICULUM WRITER/EDITORS, America's Development Foundation, ALEXANDRIA, VA

America's Development Foundation (ADF) seeks candidates for three (3) Short Term Consultants in Three (3) Topical Expertise Areas: Human Rights, Civic Education and Anti-Corruption.

ADF is a U.S. nonprofit organization based in Alexandria, Virginia, engaged in the international development of democracy and civil society building, is seeking several International Training Curriculum Writer/Editors as Short Term Consultants to review and update training materials and recommend instructional and curriculum improvements for use in Iraq in the areas of human rights, civic education and anti-corruption. The Three Training Curriculum Writer/Editors will work in support of the USAID Iraq Civil Society and Media Support Program (ICSP), a program implemented by ADF. The objective of ICSP is to promote an informed, sustainable, and active indigenous Iraqi civil society that effectively and responsibly participates within a democratic system of governance.

DUTIES: In the three topical areas of human rights, civic education and anti-corruption, the Curriculum Writer/Editors will: Assess and evaluate training manuals and materials created by ADF and from other global organizations in terms of substance, quality, international standards, cultural sensitivity and gender integration objectives; Provide recommendations for content, program innovations and improvement of existing instructional curricula; Draft new training tools and manuals, if needed; Develop training evaluations and questionnaires for use by training participants; Integrate cutting edge and innovative training methods, interactive internet-based training, multimedia programs and distance learning into trainings. No travel anticipated.

QUALIFICATIONS: In-depth knowledge of human rights, civic education or anti-corruption and civil society-building programs; Awareness of innovative approaches to curriculum development, evaluations and instructional approaches; Training experience and conducting training of trainers (TOT); Extensive writing, editing and analytical experience with training and evaluation materials; Knowledge of quantifiable gender objectives and integration; Canny ability to identify and assess training needs to meet strategic goals and achieve results; Experience with diverse training methods, internet training, multimedia programs, distance learning, satellite training, and/or computer-aided instructional technologies; Attention to detail and organized. Highly desirable: Fluency in Arabic. Familiarity with USAID programs.

TO APPLY: More information is available at www.adfusa.org. Applicants should send resume and a cover letter describing their qualifications to ADFRecruitment06-07@adfusa.org with the position title and last name in the subject line. No phone calls, please. Only short-listed candidates will be contacted.

*** *PROGRAM OFFICER/ Latin America & Caribbean***

Planned Parenthood® Federation of America-International has an opening for a Program Officer for Latin America and the Caribbean, based in Miami, Florida.

SUMMARY: Based on PPFA's mission and goals, the Program Officer facilitates the development, implementation,

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

and long-term viability of PPFA's client-centered international sexual and reproductive health and rights projects. Facilitates the improvement, quality, efficiency, and effectiveness of services and advocacy so that international partners in Latin America and the Caribbean can carry out their respective missions.

RESPONSIBILITIES:

- ü Provides overall program monitoring/evaluation with participation of partner agencies
- ü Provides technical assistance and works with partners to develop and plan strategies specific to each project for ongoing improvements
- ü Prepares reports, including donor reports and proposals
- ü Writes articles for publication
- ü Collaborates with central office and other regional staff to develop new concepts, evaluate ongoing efforts, and integrate efforts into work of PPFA
- ü Liaises with sister organizations to leverage impact of partners and PPFA
- ü Support the work of the regional office.
- ü Perform other related duties as assigned or requested.

REQUIREMENTS:

EDUCATION: Master's Degree, advanced degree, or related number of years of experience, in public health, international development or related field required.

EXPERIENCE: Three to five years experience in project planning, designing, monitoring and evaluation, preferably with a reproductive health/rights focus. Experience in international reproductive health or international development; minimum of 2-year work experience in Latin America.

SKILLS: Ability to work independently and as a member of a team. Ability to analyze and synthesize information to generate persuasive and clear verbal and written communications; Strong time management skills and the ability to multitask and meet deadlines with a keen attention to detail and follow through; Self-directed; Able to anticipate, prioritize, and manage tasks. Excellent written and oral communication skills in English and Spanish. Must be able to represent PPFA in a culturally competent manner. Must demonstrate good interpersonal and negotiation skills, in addition to ability to work autonomously, using good decision making and computer skills. Knowledge of reproductive health issues, specifically in developing countries, is required. Knowledge of diverse groups, working with a multicultural workforce, and sensitivity and appreciation to cultural differences is required. Ability to travel a minimum of 35% of time. Fluent in Spanish.

Resume and cover letter to: PPFA-International Fax: 305-480-8820 Email: laro@ppfa.org <<mailto:laro@ppfa.org>>