



Career Services Newsletter
February 14 2008
Volume 4, Issue 29

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

WINROCK INTERNATIONAL VOLUNTEER Opportunities, JUBA, SOUTH SUDAN-expenses covered

Winrock International's ECE group is accepting applications for the following Volunteer positions with travel to Southern Sudan. TO APPLY: Applicants should submit resume, statement of interest, and a brief writing sample by the closing dates indicated to jobs@winrock.org.

SCHOLAR MENTORING MATERIALS & TRAINING OF TRAINERS

A Volunteer, Scholar Mentoring Materials & Training of Trainers is sought to work with a Sudanese NGO partner to adapt existing mentoring tools for secondary school girls in Southern Sudan, tools for use by illiterate mentors, and materials for encouraging women in the teaching profession. S/he will also develop and deliver a Training of Trainers for the local NGO partner. Target dates: April 7-May 16 (in Sudan April 21-May 9). Closing Date: February 29, 2008 Location: Pre-departure work at home; Field post in Juba, South Sudan.

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EQUITY IN EDUCATION ADVOCACY & COMMUNITY MOBILIZATION

A Volunteer, Equity in Education Advocacy & Community Mobilization is sought to work with the Ministry of Education, Science and Technology to develop gender-equity materials and activities, for example training youth on gender analysis; engaging families in students' gender analysis activities; career planning sessions; a national essay contest; and recorded music, games, posters, t-shirts about education and about gender equity. S/he will also develop and deliver a Training of Trainers. Location: Pre-departure work at home; Field post in Juba, South Sudan. Target dates: April 7-May 16 (in Sudan April 21-May 9). Closing Date: February 29, 2008

GENDER EQUITY MATERIALS AND TOOLS TARGETING BOYS

A Volunteer, Gender Equity Materials and Tools Targeting Boys is sought to work with the Ministry of Education, Science and Technology (MoEST) to develop gender equity and mentoring materials targeting boys. S/he will also develop a program to orient teachers, school-based gender equity teams, and the MoEST and state-level staff to the materials. Pre-departure work at home; Field post in Juba, South Sudan. Target dates: June 1-July 3 (June 9-27 in Sudan). Closing Date: April 11, 2008.

HIV/AIDS AWARENESS AND PREVENTION MATERIALS FOR YOUTH

A Volunteer, HIV/AIDS Awareness and Prevention Materials for Youth is sought to work with the Ministry of Education, Science and Technology (MoEST) to adapt or develop gender-sensitive HIV/AIDS materials to the secondary school context, and develop a program to orient teachers, school-based gender equity teams, and the MoEST and state-level staff to the materials. Pre-departure work at home; Field post in Juba, South Sudan. Target dates: June 1-25 (June 9-20 in Sudan). Closing Date: April 11, 2008.

Two Internships positions with UNRISD

There is an **internship** within the Identities, Conflict and Cohesion programme area. The candidate will be a member of a team dealing with issues relating to ethnic relations, social equity, and public policies.

We are also accepting applications for **another internship** to work on two projects: "Social Responses to Inequality and Policy Change" and "Negotiating Alternative Trade Regimes in Latin America: The Cases of Bolivia, Brazil, Chile, and Nicaragua". Both projects examine the role of non-state actors, in particular civil society organizations and networks, in shaping public policy related to development and trade.

Research Assistant

The **Research Assistant** vacancy is under the Markets, Business and Regulation programme area and the selected candidate will work, with the Deputy Director, on projects that examine the role of business in social development and issues of corporate regulation.

Research Coordinator

The **Research Coordinator** position is for the Social Policy and Development programme area. The Institute's work in this area examines the role of social policy in promoting social protection and social justice, and involves interdisciplinary research and debate on the relationship between social policy, economic development and democratization. In addition to designing and managing substantive research projects on this theme, the Research Coordinator is expected to carry out independent research and writing; commission and substantively edit case study reports; contribute to the Institute's flagship and other reports; assist in fundraising; and interact with constituents, including UN agencies, governments and non-governmental organizations.

For more information, or to apply for any of these vacancies, please [click here](#).

Fellowships

Post-Grad and Visiting Fellowships at the Institute of Irish Studies, Queen's University Belfast

International Research Initiative

Queen's University Belfast has a long and distinguished record in scholarship and teaching in a range of disciplines within the area of Irish Studies.

To consolidate and build on this success the University unveiled its Irish Studies International Research Initiative (IRI) in 2007.

Research Fellowships in Irish Studies A total of five posts are available for 12 months each, commencing September 2008. Successful applicants will become active members of the research team assisting in delivery of the research activity within a specified area. The posts will be allocated as shown below. Criteria and other details will be given in the application pack.

Institute of Irish Studies (x3) Three new Fellowship posts will be available within the

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Institute of Irish Studies. Applications for these are welcome in the broad research area of Irish Studies but particularly in projects that can contribute to the Institute's research programme and that of the Schools in the University.

Irish Studies International Research Initiative(x2) Two new Fellowships will be available within the Irish Studies International Research Initiative. Applicants for these posts will be expected to demonstrate that their proposed area of research falls within one of the three thematic areas currently being developed within the Institute. These are :

Ireland's Other Capital - Belfast : History,
Representation, Reimagining
Political Conflict, Violence and Human Rights
Irishness in its Wider Setting : European and Global
Perspectives.

Salary scale: £27,466 - £35,837 per annum (including contribution points)

Closing date: 4:00pm on Friday 22 February 2008

For further details please visit
<http://www.qub.ac.uk/jobs>

Post Graduate International Research Studentships The University is offering two full-time Postgraduate studentships for research leading to the award of a PhD. Applications for these studentships are invited from non EU students. These three year awards are available for research within the three thematic areas of Irish Studies outlined above and will cover both fees and stipend. Those wishing to apply for a studentship should contact the Admissions office at Queen's or apply on line for admission and an award through our website at <http://pg.apply.qub.ac.uk/home/> Further guidance and information on the studentships is available by contacting Caroline Magee at c.magee@qub.ac.uk or the following website www.qub.ac.uk/historyandanthropology

International Masters Bursaries The University is offering two bursaries for students undertaking a Masters Program within the area of Irish Studies. Applications for these studentships are invited from non EU students The bursaries will be for one year and cover both fees and stipend. Those wishing to apply for a Bursary should contact the Admissions office at Queen's or apply on line for admission and an award through our website at <http://pg.apply.qub.ac.uk/home/>. Further guidance and information on the studentships is available by contacting Caroline Magee at c.magee@qub.ac.uk or the following website www.qub.ac.uk/historyandanthropology

Jobs

Faculty position at George Washington University, Washington, DC

Professor and Director for the International Development Studies Program

The Elliott School of International Affairs at The George Washington University invites applications for a full-time, non-tenure accruing, faculty position to serve as Director of the School's International Development Studies Program. Appointment will be as Professor of the Practice of International Affairs (or Associate Professor, if appropriate) beginning in September 2008 for an initial term of three years. Salary commensurate with experience. Basic Qualifications: Applicants should have a strong academic and professional record, with substantial experience in the international development community. Graduate degree required, teaching experience essential. Preferred Qualifications: Ph.D. in a relevant social science discipline or related interdisciplinary field strongly preferred, previous academic program management experience highly desirable. As a member of the Elliott School's faculty, the successful candidate will teach courses, pursue research, and publish in scholarly and policy-related venues on international development. As Director of the International Development Studies Program, he or she will be responsible for the administration of one of the Elliott School's M.A. programs, including oversight of curriculum and program events. The University seeks to attract an active, culturally and academically diverse faculty of the highest caliber; women and minority candidates are particularly encouraged to apply. Application Procedure: To be considered, submit a letter of application, at least three letters of reference, a summary of teaching evaluations if available, and samples of written work to: **International Development Studies Search Committee, The Elliott School of International Affairs, 1957 E Street NW, Suite 401, Washington, D.C. 20052**. Only completed application dossiers will be considered. Review of applications will begin on March 1, and will continue until the position is filled.

The George Washington University is an Equal Opportunity, Affirmative Action employer.

Chair of international relations at Diplomatische Akademie Wien, Vienna, Austria.

Salary: Unspecified

Date posted: 1/28/2008

Application deadline: 3/15/2008

The Diplomatic Academy is one of Europe's oldest schools for postgraduate studies in international relations and European affairs. It offers a two-year programme leading to the Master of Advanced International Studies, a one-year Diploma course and a joint programme in

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Environmental Technology and International Affairs. The Academy is an autonomous institution established under Austrian public law and cooperates with the University of Vienna, the Technical University of Vienna as well as with other high-profile European and American partners.

The chair of international relations is responsible for the overall management of the curriculum in international relations, for teaching core courses in theories of international relations, and for offering seminars and other courses in areas of specialization, as well as for supervising master's theses involving international relations.

Applicants must hold a Ph.D. degree and have a strong record in teaching and research in the required field. The position is open to all specializations and methodological approaches. Preference will be given to those with expertise in European studies and transatlantic relations.

Applicants should submit a letter of interest that describes their research and training, a curriculum vitae, list of publications, a teaching statement, teaching evaluations and a research statement. Additionally, they should arrange to have three confidential reference reports sent directly by the referees to the Director of the Diplomatische Akademie, Favoritenstrasse 15 A, 1040 Vienna, Austria.

From October 1, 2008 or as soon as possible thereafter, on a three-year fixed-term basis, with the possibility of renewal. The appointee will be considered for a permanent appointment during the second three-year contract. In the case of senior applicants, other arrangements may be considered.

Assistant Professor of Sociology at Loyola University, New Orleans, LA

Salary: \$50,000 to less than \$60,000

Date posted: 2/4/2008

Application deadline: 2/22/2008

Loyola University New Orleans, The Department of Sociology invites applications for a tenure-track, Assistant Professor position in sociology, beginning August 1, 2008. We are looking for candidates with a combination of any of the following specialty areas: Global Sociology, Sociology of Culture, Sociology of Organizations, Urban Sociology, Anthropology, Latin American Studies, and Sociology of Disaster. Candidates may also be expected to teach courses in Introductory Sociology and Social Problems, as well as courses in one or more specialty areas. Candidates must be committed to excellence in liberal arts education and show evidence of outstanding teaching, research, and community service for tenure. We are searching for a teacher-scholar sociologist to be a part of a dynamic undergraduate program. Candidates must show evidence or promise of outstanding teaching, scholarship, and community service. Completion of the Ph.D. is required by time of appointment. The department has a strong

commitment to the teaching of social justice principles and their realization in the community through social action. Loyola is a Jesuit university known for its academic excellence, as well as its commitment to social justice and Affirmative Action, Equal Opportunity Employment. Women and members of minority groups are especially encouraged to apply. Salary and benefits are competitive.

Candidates must submit a letter of application describing their teaching and research interests, a curriculum vitae, and three letters of recommendation (to be sent directly by the referees), and a graduate transcript to **Dr. Marcus Kondkar, Chair, Faculty Search Committee, Department of Sociology, Box 30, Loyola University New Orleans, 6363 St. Charles Avenue, New Orleans, LA 70118**. Review of applications will begin on February 22, 2008 and will continue until the position is filled.

HUMANITARIAN ASSISTANCE in Latin America and the Caribbean, Chemonics International

Chemonics International seeks short and long-term technical experts for anticipated DOD and USAID-funded projects in Latin America and the Caribbean. Responsibilities include: disaster preparedness and mitigation training, training needs assessment, risk and safety disaster assessment, logistics and relief supplies coordination, and institutional strengthening. QUALIFICATIONS: academic degree in a relevant field or comparable international experience; minimum five years of demonstrated experience in relevant technical area; proven ability to build and maintain collaborative relationships with donors and multiple local counterparts; international experience with SOUTHCOM's Humanitarian Assistance Program, the Office of U.S. Foreign Disaster Assistance, or similar programs preferred; demonstrated experience in organizational capacity-building, training, or information dissemination; fluency in Spanish preferred, but not required; French and Portuguese desirable; work experience in Latin America and the Caribbean preferred. TO APPLY: send electronic submissions to HADP@chemonics.com by February 28, 2008. Please outline relevant work experience in your cover letter. No telephone inquiries, please. Finalists will be contacted.

National Field Director for the Women's Action for New Directions, Arlington, MA

Education: Bachelor (BA, BS, etc.)

Posted by: [Women's Action for New Directions \(WAND\)/ Women Legislators' Lobby \(WiLL\)](#)

Type: Full time

Language(s): English

Job posted on: January 28, 2008

Area of Focus: Peace, War, and Conflict Resolution, Politics, Women's Issues

Salary: 50,000 to 60,000

Last day to apply: March 1, 2008

Last updated: January 31, 2008

Description:

Women's Action for New Directions (WAND) is a dynamic national nonprofit organization that works to empower women to act politically for peace and a change in federal budget priorities.

The National Field Director could work in either the Atlanta, GA, Washington, DC or Arlington, MA office (suburban Boston).

WAND is seeking a National Field Director to direct its diverse field components; these range from local WAND chapters across the country, to young women on campus, to elected women state legislators. We are seeking an experienced organizer with staff management experience.

JOB DESCRIPTION

The primary task of the Field Director is to coordinate all sectors of the WAND membership to advance the mission of WAND.

PLANNING

- In consultation with the board of directors and other staff, create strategies to develop and coordinate membership development plans for all field staff, integrating the work with all staff.
- Effectively and strategically promote and market membership meetings, publications and services to members and non-members.
- Assume responsibility for the planning and follow-up of nationally sponsored field events, programs, and trainings including but not limited to community forums, federal budget briefings, partner roundtables, and workshops.
- Plan and manage annual field budget, oversee email list development and maintenance and database management.
- Attend board meetings and facilitate field-related business. Coordinate/facilitate the work of the board field committee between board meetings, including the involvement of non-board chapter leaders in the work of the committee.
- Work with other staff to write field component of all grant proposals. Visit funders in focus states and nurture relationships with those visited.
- Recruit, manage, and evaluate staff.

MEMBERSHIP DEVELOPMENT/MARKETING

- Make sure chapters are incorporated into the programs, projects, political actions, conferences and campaigns of national WAND. Help Chapters grow and thrive, maintaining communication with chapters via phone, email, mail. Work with chapters to offer strategic planning. Produce, update, review chapter materials, including new chapter start-up packet and periodic surveys.
- Oversee chapter policies (dues split, fundraising, election activity, issue range, etc.) and financial reporting and legal requirement including 501 C-3 incorporation of chapters where necessary and possible. Coordinate/facilitate annual chapter fundraising projects.
- Create and manage a plan to encourage the growth of membership, including individual and student members.
- Responsible for identifying establishing and implement a plan to increase the number of partners and collaborating

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organizations. Strengthen WAND's connection with existing partners so that partners become a viable and integral part of WAND's field activities. Facilitate the participation of WAND members and chapters in partner conferences and coalition efforts as appropriate.

- Conduct grassroots recruitment; develop grassroots agenda; oversee grassroots scholarships, including fundraising, applications and grants for biennial national conference. Manage volunteer awards. Plan and conduct chapter leaders' meeting. Work with staff to facilitate and support state delegation efforts to schedule Capitol Hill appointments.

Additional Qualifications:

- Bachelor's degree or equivalent experience.
- Five to seven years professional experience in organizing, membership development and/or volunteer leadership development
- Excellent written and verbal communications, stand-up presentation, facilitation, and conflict resolution skills.
- Experience managing staff and volunteers.
- Ability to work independently, as part of a team, and effectively with volunteers, groups and individuals with diverse backgrounds.
- Ability to travel and work weekends as requested.
- Accountability to goals and willingness to learn new techniques, ideas and skills.
- Excellent personal organization, time management and interpersonal communication
- Experience with popultate education and leadership development training helpful
- Knowledge of peace and security issues helpful.
- Flexibility and a sense of humor

How to Apply:

Please send resume cover letter and 3 reference to jobs@wand.org

HUMAN RIGHTS OFFICER position, SUVA

A Human Rights Officer (P-3) is sought in Suva. Duties: assists countries in the Pacific region in promoting respect for human rights, and Governments in identifying and specifying their needs for advisory services and technical cooperation, including by ensuring the preparation and conduct of assessment missions. Participates in negotiations aimed at concluding technical cooperation agreements, prepares respective country projects and acts as the project manager. REQUIRES: Advanced university degree, preferably in law, political science, international relations or other disciplines related to human rights. At least 5 years of progressively responsible work experience in assigned geographic locations, preferably in the region, at national and international levels in the human rights field, including in identifying the causes of and resolving human rights conflicts in accordance with international standards. Closing date: 3/17/08. Vacancy No: 08-HRI-OHCHR-416953-R-SUVA.

Technical Director for Pan American Development Foundation, Port-au-Prince, Haiti

Pan American Development Foundation, a rapidly growing NGO affiliated with the Organization of American States, whose mission is to promote, facilitate, and implement social and economic development in Latin America and the Caribbean, has an opportunity

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for a Technical Director based in Port-au-Prince, Haiti. The Technical Director will be responsible for the technical coordination and oversight of the USAID/Haiti-funded Protecting Human Rights (PHR) Program.

QUALIFICATIONS: The Technical Director will ideally have five or more years experience in project management or equivalent. At least two years of field experience in Haiti, with a good understanding of the social, political and economic factors affecting the sector required. Professional experience in and specialized expertise in the area of trafficking in persons, particularly in the implementation of programs and promotion of national-level policies is required. Additional experience and expertise in assistance to victims of violence and/or torture desirable. Bachelor's degree in Social or Human Sciences required and minimum of five or more years experience in project management or equivalent. Fluency in French is required, with Haitian Creole strongly desirable. Intermediate English language skills at the FS3 level I required.

TO APPLY: Please send your resume to jobs@padf.org, referencing the title above in the subject line. Please visit our website www.padf.org for full job description and to learn more about our Foundation and our program in Haiti. EOE/M/F/V/D.

Positions in MULTIPLE DUTY STATIONS

POLITICAL AFFAIRS OFFICER

Political Affairs Officers (P-4) are sought in multiple duty stations.

Duties: Review and monitor

activities in the country or region assigned; assess trends which might affect the

political situation and the political impact of intra-regional issues such as refugees, drug

control and natural resources; recommend solutions/ possible action by United Nations.

Analyse political and related events within assigned area with a view to provide early

warning advise to Head of Mission. **REQUIRES:** Advanced University Degree (Master's

degree or equivalent) in political science, international relations, international

economics, law, public administration, or related fields. At least 7 years of progressively responsible experience in international relations, development, conflict

resolution or international crisis management at national and international levels.

Experience working in a post-conflict environment. Experience working in a field

mission is highly desirable. Vacancy No: 08-POL-PMSS-416900-R-MULTIPLE D/S.

CHIEF POLITICAL AFFAIRS OFFICER

A Chief Political Affairs Officer (D-1) is sought in multiple duty stations. Duties: Identify emerging issues at the regional level pertaining to the mandate. Analyze implications and make recommendations on possible strategies and measures. Propose plans of action for immediate and long range solutions to political problems in the region. REQUIRES: Advanced University Degree (Master's or equivalent) in Political Science, International Relations, Social Science, Law or a related field. At least 15 years of progressively responsible experience in political analysis including in bilateral and multilateral negotiations. Extensive experience in political analyses and diplomacy. Experience managing a large office or section. Sound knowledge of the challenges of peacekeeping and of UN rules and procedures. Vacancy No: 08-POL-PMSS-416940-R-MULTIPLE D/S.

Program Officer at the Center for Mediation & Conflict Resolution, Washington, DC,

The Institute's Center for Mediation and Conflict Resolution designs and manages the Institute's efforts in areas where fighting is active. The Center also conducts research, identifies best practices, develops new peacemaking tools, and supports related training and education efforts.

The Center for Mediation and Conflict Resolution seeks a person to serve as a Program Officer. The incumbent will develop new program opportunities working with local partners to promote peace in priority conflict zones, which currently include Israel/Palestine, Nigeria, Colombia, Darfur, Uganda, Kashmir, Nepal, and Sri Lanka. Work with contractors to develop handbooks and training materials on how to mediate/negotiate peace agreements, including mediation methodology, negotiating ceasefires, economic and educational components of peace agreements, etc. And organize public workshops and write publishable papers on peacemaking.

Salary is commensurate with qualifications, experience, and salary history. Benefits include an excellent retirement program, health and dental insurance, life insurance, annual and sick leave programs, flexible spending accounts, etc.

Applicants must be U.S. citizens. The successful candidate will have either a PhD with some post-doctoral relevant experience or an MA with at least five years of relevant experience in international relations, political science, political psychology, political sociology, education, or other relevant academic background, or equivalent professional experience in government or the non-governmental sector; (2) minimum of two years experience with international peacemaking with an NGO, government, or international organization; (3) knowledge of mediation and peacemaking methodologies; (4) knowledge of other organizations engaged in the international peacemaking field; (6) ability to travel internationally. Employment with the U.S. Institute of Peace is not employment with the U.S. government.

Interested candidates should submit a resume including recent salary history to:

Email to: vacancies+200823@usip.org

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Fax to: 202-833-1019

Mail to:
USIP Vacancy No. 200819
1200 17th Street NW, Suite 200
Washington, DC 20036

Review of applications will begin immediately and will continue until the position has been filled.

SENIOR POLITICAL OFFICER, NEW YORK

A Senior Political Officer (P-5) is sought in New York. Duties: He/she provides daily substantive guidance to the members of the team, particularly on preparing and reviewing draft background papers, briefing notes and talking points, carrying out research and analysis on peace and security issues related to the geographical areas assigned to him/her as well as drafting policy proposals for consideration by the Assistant Secretary-General/ Under Secretary-General for Political Affairs and the Secretary-General; monitors and assesses political developments in assigned countries and analyses the policies of other international/ regional organisations in order to provide the Secretary-General and senior Secretariat officials with early warning and policy options for conflict prevention, peace making and post-conflict peace-building. **REQUIRES:** Advanced university degree (Master's degree or equivalent), preferably in political science, international relations, international economics, law, public administration, or related fields. At least 10 years experience in political analysis and diplomacy in the Americas region, at the national and international levels is required; experience in bilateral and multilateral negotiations is highly desirable, as is experience in providing political support and guidance to UN peace-making, peace-keeping and/or good offices missions. Closing date: 3/17/08. Vacancy No: 08-POL-DPA-416650-R-NEW YORK (G).

Country Representative, Caracas, Venezuela (US Citizens Only)

Greetings,

USAID/OTI has just posted a new position for a Country Representative - Venezuela located in Caracas, Venezuela. Applications are due not later than February 22, 2008, at 5:00 p.m. EST.

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This is a full-time Personal Services Contract (PSC) position at the GS-14 equivalent level. The position is open to U.S. Citizens only due to security clearance requirements.

For full information about the position and for instructions on how to apply, please visit www.globalcorps.com.

Please be sure to use both the OF-612 application form and as many OF-612 continuation sheets as necessary to fully document your work experience in detail. Submission of a resume in lieu of the OF-612 form will not be accepted. Both forms are available on the GlobalCorps website.

Cheers,
Jaimee

HUMANITARIAN AFFAIRS OFFICER, GENEVA

A Humanitarian Affairs Officer (P-3) is sought in Geneva. Duties: Monitor, analyze and report on humanitarian developments, disaster preparedness and contingency planning and early warning. Organize and prepare studies on humanitarian, emergency preparedness and related issues; organize follow-up work, including interagency technical review meetings to support policy development work and decision-making on important issues. Participate in large, complex projects, to include disaster assessment or other missions; assist in the coordination of international humanitarian/ emergency preparedness issues and in ensuring the necessary support, in particular assisting in gathering related information on resources for preparedness projects. **REQUIRES:** Advanced university degree (Master's or equivalent) in political or social science, international studies, public administration, economics or other relevant field. Minimum of 5 years of progressively responsible professional experience in humanitarian affairs, emergency preparedness, crisis/ emergency relief management, rehabilitation and development, or other related area, including administrative experience. Relevant experience at both HQ and in the field would be desirable. Closing date: 3/18/08. Vacancy No: 08-HRA-OCHA-416540-R-GENEVA.

COORDINATOR position with Save the Children, WASHINGTON, D. C.

Save the Children seeks a Coordinator, Policy for Children in Emergencies and Crisis in Washington, DC. This is a senior administrative position to support the Director of Public Policy and Advocacy for Children in Emergencies and Crisis by representing Save the Children's views in meetings with policymakers in Congress and the US government as well as by working with other NGOs on issues of importance to Save the Children. Report and track results of meetings, monitor and help advance legislative initiatives of importance to children in emergencies and crisis, support drafting of issue papers and talking points, support the work of the food security group, including work on the Farm Bill. Provide administrative support to the Director including coordinating meetings, briefings, and email exchanges with policymakers, and facilitating exchanges between Save the Children US and other members of the Save the Children Alliance on global advocacy in emergencies. Applicants should demonstrate an interest in development and international affairs as well as an understanding of how Capitol Hill works. Previous advocacy experience is a plus. Applicants must have a relevant undergraduate degree and excellent organizational and time management skills. REQUIREMENTS: Knowledge of the legislative process. Knowledge of issues associated with humanitarian relief and child protection in emergencies. Research skills, specifically with internet search engines and Congressional/government websites and online services. Writing, editing, and communication skills. Ability to work cross-departmentally and with Save the Children's partner organizations. Flexibility. Ability to work under pressure on a number of competing issues. Computer skills, specifically with Microsoft Office Suite (word processing, database maintenance, PowerPoint) and Outlook. Organizational skills. Commitment to Save the Children's goals. Required Experience Desired: Master's degree in Public Policy, Political Science or International Relations and/or relevant experience working with these policy issues. TO APPLY: Please visit our Career Website at <http://www.savethechildren.org/careers/index.asp> and apply online to position #3478. Save the Children offers comprehensive benefits and competitive salaries. EOE M/F/D/V/

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.

IFES SENIOR ELECTORAL LEGAL REFORM ADVISOR position, BAGHDAD, IRAQ

IFES is now hiring a Senior Electoral Legal Reform Advisor in Baghdad, Iraq. IFES is providing significant technical assistance to the Iraqi Independent High Election Commission (IHEC) and the parliamentary electoral drafting committee. This assistance will help ensure a stable electoral framework and strengthen the integrity of the constitutional process by increasing the technical capacity of the Commission and the parliamentary committee, and will in turn contribute to a stronger and more accountable democratic process within Iraq. RESPONSIBILITIES: The Senior Electoral Legal Reform Advisor will work with the Council of Representatives, its committees and other Iraqi governmental bodies associated with legal drafting to build capacity and provide expert advice on laws pertaining to the national electoral framework. Project activities will involve legal research and analysis, interfacing with relevant stakeholders, strategic planning, organizational management, policy advisory, and training. QUALIFICATIONS: JD, LLM and/or PhD in political science, government or public policy required; minimum 7-10 years experience in election, administrative law or related legal work; at least 5 years of relevant work experience in the democracy and governance field; international experience required, experience working in post-conflict and transitional legal systems highly preferred; candidates must have a practical and theoretical understanding of policy formulation and coordination processes at the center of government and of building institutional and individual capacity for legislative bodies; familiarity with USAID regulations and procedures a plus; fluency in English (oral and written) required; Arabic language skills preferred; familiarity with the Middle East region highly preferred. APPLY: 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.

ETHICS ADVISER position with UNFPA, NEW YORK, NY

UNFPA is seeking an Ethics Advisor in New York. Due to organizational priorities, the recruitment of this post is being fast-tracked and will not be included in the Matching Exercise.

RESPONSIBILITIES: Substantively contributes to the formulation, review and dissemination of ethics related policies. This includes coordinating with relevant UNFPA units/functions such as legal, oversight, and human resources, as appropriate, as well as the Ethics Office within the United Nations Secretariat. The Ethics Adviser participates in relevant inter-agency fora and promotes, where practical, a harmonized approach with other UN bodies. Accountable for the implementation of the UNFPA policy on Financial Disclosure and administering the financial disclosure programme.

The Ethics Adviser ensures understanding of and full compliance with the financial disclosure requirements and objectives.

QUALIFICATIONS: Advanced university degree in law, criminal justice, social sciences (e.g. industrial psychology, industrial labor relations, sociology), public policy, corporate ethics or other relevant field; 15 years of international professional work experience including ten years of progressively responsible experience in public and/or private institutions in the areas of business ethics and related fields, such as design of ethical standards, ethics and compliance programmes, code of conduct, accountability and compliance frameworks and financial disclosure policies; recognized relevant certification and knowledge of current industry best practices relating to corporate ethics and business conduct/ practice would be an asset; ability to communicate effectively on highly sensitive issues with staff at all levels, demonstrating the ability to develop trust and maintain confidentiality; in performing his/her duties, the Ethics Adviser is expected to exercise prudence and sound judgment; fluency in English; proficiency in another official UN language an asset.

APPLY: UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy. You will find the application form upon entering the system and registering. Please use the following link: <http://www.unfpa.org/about/employment/index.htm>. JOB ID NO.: 1038. CLOSING DATE: 20 February 2008. EOE.

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SENIOR POLITICAL AFFAIRS OFFICER, KATHMANDU

A Senior Political Affairs Officer (P-5) is sought in Kathmandu. Duties: Direct and manage the operation of the Regional Centre, including mainstreaming gender perspectives in all aspects. Assess and recommend action in response to requests for assistance, support to and/or cooperation with relevant stake holders, including Member States, regional/ sub-regional organizations, on activities in the fields of disarmament and non-proliferation in Asia and the Pacific. Conceive, coordinate and execute disarmament related projects. Organize/ coordinate regional conferences and meetings to promote dialogue and confidence-building on regional disarmament and security issues. REQUIRES: Advanced university degree (Master's degree or equivalent) in Political Science, International relations, Administration, Management, Development, Law, or related fields. At least 10 years of progressively responsible experience, at the national and international levels, in the field of peace and disarmament, in relation to Asia and the Pacific. Closing date: 3/23/08. Vacancy No: 08-POL-ODA-416370-R-KATHMANDU (G).

SENIOR SOCIAL AFFAIRS OFFICER, NEW YORK, NY

A Senior Social Affairs Officer (P-5) is sought in New York. Duties: Responsible for the work of the Division in the area of women, peace and security, including evaluating progress made by Member States, the international community and civil society in implementing the action programme as outlined in the Beijing Declaration and Platform for Action under the critical area of concern "Women and Armed Conflict" and as elaborated in the Security Council resolution 1325 and Security Council Presidential Statements: drafts respective sections of Secretary-General's reports to the Commission on the Status of Women, the Security Council and the General Assembly; develops and implements technical cooperation initiatives, including capacity building activities, and

expert group meetings, in collaboration with substantive specialists.

REQUIRES:

Advanced university degree (Master's degree or equivalent) in social sciences, development economics, women's studies, public administration, international relations or related fields. At least 10 years of progressively responsible experience in policy research and analysis at national or international levels, of which at least 7 years in gender equality issues, including through policy development, gender analysis and research, advocacy and programming. Closing date: 3/24/08. Vacancy No: 08-SOC-DESA-416034-R-NEW YORK (G).