



Career Services Newsletter
March 21, 2008
Volume 4, Issue 34

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

NATO Parliamentary Assembly Research Assistant/Internship Program

NATO Parliamentary Assembly Research Assistant Programme

The NATO Parliamentary Assembly usually employs eight paid Research Assistants from NATO nations each year. In general, four of these start in late January and finish in June. The second group starts in August and finishes in late November or early-December. In addition, the Assembly employs two Research Assistants from Associate Delegate countries.

All applications from candidates with the appropriate qualifications are placed on a list for consideration. Their names remain on the list for consideration for about twelve months. Candidates are requested to inform the Assembly by e-mail if they cease to be available to take up a position during that time.

The Assembly receives well over two hundred applications per year from very well qualified candidates.

Every effort is made to assess applications objectively, but many factors must be taken into account. These include the need for a regional balance among participants in the programme. Consequently, it is rare to select two candidates from the same nation for the same intake. Due to the large number of applicants, only candidates selected to participate will be contacted. The names of those selected will be published on the web site (www.nato-pa.int). See below for further details regarding candidates from NATO Member Countries and from Associate Delegation Nations.

Information for Candidates from NATO Member Nations

The NATO Parliamentary Assembly is the parliamentary consultative organisation of the Atlantic Alliance, comprising about 200 members of the national parliaments of the 26 NATO member countries, as well as legislators from 13 Associate Member Nations.

The Assembly is divided into five committees: the Committee on the Civil Dimension of Security, the Defence and Security Committee, the Economics and Security Committee, the Political Committee and the Science and Technology Committee. The full Assembly meets twice a year in different member countries at the invitation of national parliaments. Sub-committees and Special Groups examine specific issues and conduct fact-finding missions throughout the year.

The International Secretariat of the Assembly is based in Brussels and is staffed by some 30 people from the various NATO member countries. The main task of research assistants is to contribute, at the request of Committee Directors or Senior Management, to the research necessary for the drafting of the Assembly reports and other documents. The job occasionally entails some administrative work, but most tasks are research oriented.

Research assistants from NATO member nations are typically recruited for a three-month period, which can be renewed for up to two additional months. Due to the Assembly's work schedule, research assistants are usually requested to commence work either in late January or late August. The stipend is EURO 700 net per month. The Assembly provides a small furnished and equipped flat free of charge, which the researchers are expected to keep in good condition, and provides a basic health insurance policy for the duration of the internship.

Qualifications

Candidates must possess a first degree and a Master's degree (or equivalent) in Political Science, International Relations, History, International Economics or related subjects. Preference will be given to candidates who have recently completed their Masters degree. Ph.D. candidates are also welcome to apply but should recognise that during their tenure with the NATO PA, their workday will be dedicated to Assembly defined projects.

Candidates should be completely fluent in oral and written English and/or French. If neither is mother tongue, certified evidence of proficiency level will be required. Knowledge of other European languages is a further asset.

Applicants should apply by typewritten or word-processed letter, indicating their areas of interest and competence, nationality, and period of availability. A curriculum vitae and two letters of recommendation from referees well acquainted with the applicant's recent work or professional experience should also be forwarded to the International Secretariat.

Please note that the Assembly receives a very large number of applications for only a few places.

Applications for positions commencing in August 2008 should be received by 15 April 2008. The names of those selected will be posted on the website (www.nato-pa.int).

Applications or requests for information should be sent to:

Director of the Research Assistant Programme

E-mail: RA-Programme@nato-pa.int

NATO Parliamentary Assembly

3 place du Petit Sablon

B 1000 BRUSSELS

Fax: 0032 2 514 1847

Information for Candidates from Associate Delegation Nations

The NATO Parliamentary Assembly is the parliamentary consultative organisation of the Atlantic Alliance, comprising about 200 members of the national parliaments of the 26 NATO member countries, as well as legislators from 13 associate member nations.

The Assembly is divided into five committees: the Committee on the Civil Dimension of Security, the Defence and Security Committee, the Economics and Security Committee, the Political Committee and the Science and Technology Committee. The full Assembly meets twice a year in different member countries at the invitation of national parliaments. Sub-committees and Special Groups examine specific issues and conduct fact-finding missions throughout the year.

The International Secretariat of the Assembly is based in Brussels and is staffed by some 30 people from the various NATO member countries. The main task of research assistants is to contribute, at the request of Committee Directors, to the research necessary for the drafting of the Assembly reports and other documents. The job occasionally entails some administrative work, but most tasks are research oriented.

Research assistants from associate delegation nations are typically recruited for a period of one to three months. Due to the Assembly's work schedule, research assistants are usually requested to commence work in either January or August. The stipend is EURO 700 net per month. The Assembly provides a small furnished and equipped flat free of charge, which the researchers are expected to keep in good condition, and provides a basic health insurance policy for the duration of the internship.

Qualifications

Preference is given to candidates who are employed in their national parliaments in a capacity relevant to international relations and/or security. Candidates with backgrounds in academia, government, policy research institutions or journalism are also considered. In general, candidates should have a Master's degree (or equivalent) in Political Science, International Relations or related subjects. In some cases, candidates who do not possess such a degree will be considered if they have relevant professional experience.

Candidates should be completely fluent in oral and written English and/or French. If neither is mother tongue, certified evidence of proficiency level will be required. Knowledge of other European languages is a further asset.

Applicants should apply by typewritten or word-processed letter, indicating their areas of interest and competence, nationality, and period of availability. A curriculum vitae and two letters of recommendation from referees well acquainted with the applicants recent work or professional experience should also be forwarded to the International Secretariat.

Please note that the Assembly receives a very large number of applications for only a few places.

Applications for positions commencing in August 2008 should be received by 15 April 2008. The names of those selected will be posted on the website (www.nato-pa.int).

Applications or requests for information should be sent to:

Director of the Research Assistant Programme

E-mail: RA-Programme@nato-pa.int
NATO Parliamentary Assembly
3 place du Petit Sablon

B 1000 BRUSSELS
Fax: 0032 2 514 1847

Samuel B. Shepson
Program Coordinator
Division of International Politics and Foreign Policy
School of International Service
American University
4400 Massachusetts Ave., NW
Washington, DC 20016-8071

ipfp@american.edu
Phone: (202) 885-1843
Fax: (202) 885-1068

International Media Development Intern position with Institute for War and Peace Reporting, Washington, DC

Area of Focus: Media and Journalism, Peace, War, and Conflict Resolution
Skill(s): editing, Writing
End date: August 15, 2008
Last updated: March 13, 2008

Language(s): English
Start date: May 12, 2008
Last day to apply: April 10, 2008
Paid or unpaid: Paid

Description:

The Institute for War & Peace Reporting is a leading international media development organization that builds peace and democracy through free and fair media. We work in 24 countries on four continents and have 17-years' experience providing a platform for democratic voices, human rights activities and other alternative perspectives amid conflict and in post conflict scenarios. Read more at www.iwpr.net. The Intern will join the US team of IWPR for a three-month period working on a variety of assignments, including:

- ? Assist with the development of new international projects;
- ? Research and write country reports;
- ? Assist with the editing and compilation of articles written by international local journalists;
- ? Further develop our resource database with online research;
- ? Assist with developing new electronic platforms;
- ? Support the production and promotion of our weekly podcast;
- ? Help produce and promote external communications and materials; and
- ? Contribute to other aspects of international and US programs as needed.

Qualifications:

? Graduate student or recent graduate with a degree in journalism, international development, communications or a related topic;

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- ? An interest in international media development;
- ? Excellent research skills;
- ? Excellent written and communication skills;
- ? Fluent in English (another language is a plus).

Application instructions:

Send cover letter and CV to Anna Dirksen at anna@iwpr.net by April 10, 2008. Please do not include other attachments. No phone calls or email inquiries regarding the status of applications. Only candidates selected for interviews will be contacted.

Fellowships

Summer research assistant fellowship for graduate, Washington, DC

UNITED STATES HOLOCAUST MEMORIAL MUSEUM
CENTER FOR ADVANCED HOLOCAUST STUDIES

DOROT FOUNDATION

The Center for Advanced Holocaust Studies of the United States Holocaust Memorial Museum supports scholarship in the field of Holocaust studies; promotes the growth of Holocaust studies at North American universities and the development of strong relationships between American and foreign scholars of the Holocaust; and seeks to ensure the ongoing training of future generations of scholars specializing in the Holocaust.

The Center is now accepting applications for graduate student summer research assistant fellowships. Recipients will participate with the Center's staff scholars and program directors in four special research projects. Summer 2008 recipients will:

- * Research sources, write, and edit entries on Nazi-run ghettos for the second volume of the Center's Encyclopedia of Camps, Ghettos and other Detention Sites in Nazi-Dominated Europe. In addition to English, fluency in Polish, German, Yiddish, Hebrew, Lithuanian, or Russian is essential.

- * Assist with the annotation and contextualization of select documents for the Center's research and publication project on Jewish Responses to Persecution, 1933-1946. Tasks include performing archival and/or library-based research, translating and organizing select sources and writing glossary and other texts under the supervision of the volume editors. In addition to English, fluency in Polish, German, Yiddish, French or Dutch is required.

- * Conduct research on antisemitism in its various historical and contemporary

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manifestations in order to compile a detailed bibliography of materials on the subject. Awardee will also assist with planned research workshop on antisemitism. In addition to English, fluency or good reading knowledge in German, French, or Hebrew is required.

* Conduct research and assist in preparing in-depth studies and reports about the archival collections of the International Tracing Service (ITS) collection. These massive collections include concentration camp records that provide a window to the daily fate of those targeted by the Nazis and their allies, as well as forced and slave labor records that reveal the workings of the Nazi system of persecution. In addition to fluency in English and German, reading knowledge of one other European language is preferred.

In addition to their involvement in these research projects, awardees will participate in the broad range of scholarly and public education programs offered by the Museum during the summer months.

Each fellowship will last for three months during the May-August timeframe. Awardees will receive a stipend of \$2,000/month. The Center will also provide funds for one roundtrip airline ticket to and from Washington, D.C. for travel within North America. Applicants must be currently enrolled in or admitted to a graduate degree program at a North American university. The Center is unable to provide visa assistance for non-U.S. citizens.

Application Procedure:

Applicants should submit a resume, a personal statement of no more than two pages in length, and one letter of recommendation from a faculty member or dean at his/her institution that speaks to the applicant's qualifications for one of the projects listed above. The personal statement must specify the project for which the applicant is applying and explain the significance of the requested fellowship to the applicant's professional and/or academic goals. Application materials must be received by March 24, 2008. All applicants will be notified of selection results by early April 2008.

Application materials should be sent to: Dr. Lisa Yavnai, Director, Visiting Scholar Programs, Center for Advanced Holocaust Studies, United States Holocaust Memorial Museum, 100 Raoul Wallenberg Place, SW, Washington, DC 20024. Inquiries may be addressed to Dorot@ushmm.org or via telephone at 202-314-7829.

The Graduate Student Summer Research Assistant Fellowship Program has been made possible through the generosity of the Dorot Foundation.

Jobs

Positions at the University of Queensland, Australia

The School of Political Science and International Studies at the University of Queensland, Australia has advertised three new posts and is encouraging all interested academics and researchers to apply. The School is at the forefront of teaching and research in International Studies in Australia and runs a highly successful Masters program in Peace and Conflict Resolution.

To access the full details of each position please go to the following links:

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Lecturer/Senior Lecturer in Peace and Conflict Resolution/International Relations

<http://seek.com.au/showjob.asp?jobid=11961722>

The Role: In the role of Lecturer/Senior Lecturer, you will be expected to teach into undergraduate and postgraduate programs in International Studies, particularly in the area of Peace and Conflict Resolution. The role also requires a commitment to a high standard of research output.

The Person: You should possess a PhD in Political Science, International Relations or a related field, have experience in the development and teaching of courses in Peace and Conflict Resolution/ International Relations, and a record of high quality publications.

Remuneration: One position is a continuing, full-time appointment at Academic Level B/C, and the other is for a fixed term of 3 years at Academic Level B. The remuneration package will be in the range of \$68,239 - \$81,034 (Level B) or \$83,592 - \$96,387 (Level C) per annum, PLUS employer superannuation contributions of 17%.

Contact: Obtain the position description and selection criteria online < <http://www.uq.edu.au/jobs/2008documents/sbs/3003047.pdf>> or contact by email g.whitehouse@uq.edu.au.

Send applications to the Human Resources Officer, Faculty of Social and Behavioural Sciences, The University of Queensland, St Lucia, Qld 4072, or email applications@sbs.uq.edu.au

Closing Date for Applications: 25 March 2008

Lecturer in International Relations – Teaching Focused

<http://seek.com.au/showjob.asp?jobid=11961852>

The Role: The successful appointee will be expected to teach courses on topics such as human rights and international politics, foreign policies of the great powers, and the role of the US in the international order. As an experienced teacher and scholar, the appointee will be expected to be engaged in curriculum design and teaching innovation and scholarship.

The Person: You should possess a PhD in International Relations, Political Science or a related field, have experience in the development and teaching of international relations courses, and be committed to the advancement of teaching excellence in the School.

Remuneration: This is a full-time, fixed term appointment for three years at Academic Level B. The remuneration package will be in the range of \$68,239 - \$81,034 per annum plus employer superannuation contributions of 17%.

Contact: Obtain the position description and selection criteria online < <http://www.uq.edu.au/jobs/2008documents/sbs/3008600.pdf>> or contact by email g.whitehouse@uq.edu.au.

Send applications to the Human Resources Officer, Faculty of Social and Behavioural Sciences, The University of Queensland, St Lucia, Qld 4072, or email applications@sbs.uq.edu.au

Closing Date for Applications: 25 March 2008

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Student Mentor and Lecturer

<http://seek.com.au/showjob.asp?jobid=11962043>

The Role: The School of Political Science and International Studies is seeking to play a more pro-active role in promoting effective and coherent teaching practices, providing program and career advice and offering guidance to students with special needs. In pursuit of these goals we have decided to appoint a part-time Student Mentor and Lecturer for an initial period of two years. The Student Mentor role will be combined with a teaching role involving a contribution to the School's undergraduate program equivalent to one course per year.

The Person: You will be expected to have a postgraduate qualification and relevant experience, including teaching, in a tertiary environment; or an equivalent combination of relevant experience, education and training.

Remuneration: This is a .5 fixed term appointment for two years at Academic Level A. The remuneration package will be in the range of AUD\$23,896 – \$32,413 p.a. plus employer superannuation contributions of 17%.

Contact: Obtain the position description and selection criteria online <
<http://www.uq.edu.au/jobs/2008documents/sbs/3010678.pdf>> or contact by email
g.whitehouse@uq.edu.au.

Send applications to the Human Resources Officer, Faculty of Social and Behavioural Sciences, The University of Queensland, St Lucia, Qld 4072, or email applications@sbs.uq.edu.au

Closing Date for Applications: 25 March 2008

Information about the jobs can also be accessed via the UQ website www.uq.edu.au/staff/
<<http://www.uq.edu.au/staff/>>

These jobs were posted on 26 February 2008.

Senior Policy Associate for Latin America and the Caribbean with TransAfrica Forum

TransAfrica Forum is seeking a Senior Policy Associate

TransAfrica Forum serves as an educational and organizing center that encourages progressive viewpoints in the United States foreign policy arena and advocates justice for the people of Africa and the African Diaspora. The organization promotes solidarity with the oppressed and supports human rights, gender equity, democracy, and sustainable economic and environmental development practices in Africa and other countries where people of African descent reside. Specifically, TransAfrica Forum has focused some efforts on the marginalization of Afro-descendants in Latin America and the Caribbean.

TransAfrica Forum is currently acting in solidarity with Afro-descendant communities in Colombia, Peru, Venezuela, Brazil and Haiti. TransAfrica Forum is seeking a Senior Policy Associate, whose responsibility would include issues affecting Afro-descendants in Latin

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America and the Caribbean. TransAfrica Forum is the oldest and largest African American human rights and social justice advocacy organization promoting diversity and equity in the foreign policy arena and justice for the African World.

Essential Duties and Responsibilities:

Latin America and Caribbean Policy:

The Senior Policy Associate's top priority will be TransAfrica Forum's research, analysis, writing and advocacy regarding U.S. and multilateral policies towards Latin America and the Caribbean. The Senior Associate will work with the Executive Director and other staff to identify priority issues related to TAF's mission. TransAfrica Forum aims to influence the discussion around U.S. policies toward Latin America, the Caribbean and Afro-descendants worldwide. Our goal is to offer a fresh and progressive analysis of current policies. To that end, candidates must be:

- Proficient in the areas of human rights and conflict, militarism, U.S. foreign policy, sustainable economic and environmental development and solidarity with grassroots civil society.
- Capable of scrutinizing laws, governance bodies, regulations and topical emissions from a variety of entities impacting the lives of Afro-descendants.
- Able to develop educational materials to inform our constituency/allies. This will include but is not limited to fact sheets, positions papers, op-eds, newsletters and brochures.
- Liaise with Congressional members, government officials and their staff members. Coordinate Congressional briefings and other stakeholder meetings. Attend congressional hearings, briefings, conferences, and other meetings on behalf of TransAfrica.

Mobilization/ Communications:

- The Senior Policy Associate is expected to maintain vibrant professional relationships with key role players within the U.S. and multilateral policy communities, in the Latin American and Caribbean advocacy communities, as well as with the civil society in Latin America and the Caribbean.
- The Associate will play a critical role in crafting TransAfrica Forum's message and strategizing the out put of same.
- The position requires a commitment to work closely with our media staff and maintaining the quality of work established by that body
- The Associate will oversee TransAfrica Forum's website content on Latin America and the Caribbean, monitoring its content and resourcefulness to our targeted community of researchers, advocates, media and the general public.
- The Associate will represent TransAfrica Forum at public events and in close coordination with Public Affairs staff, plan events to support the advancement of our mission.

Management/Administrative:

- Work with the Executive Director, other staff and board members to provide political leadership for the organization.
- Supervise policy staff, interns and volunteers as needed.

Required Qualifications:

- Bachelor's degree or equivalent required. Advanced degree preferred;
- Fluency in Spanish required; Proficiency in Portuguese or Haitian Creole preferred;
- Experience working with human rights organizations and community-based groups;
- Experience analyzing impact of laws, regulations and legislative proposals;

- Experience conducting legislative/administrative/grassroots advocacy;
- Strong analytical, written and research skills;
- Self-initiated, motivated, well-organized, able to work with minimal supervision;
- Previous program management and supervisory experience;
- Experience working with media a plus;
- Have a passion for our mission!

This is a rolling application process. Interested applicants should send a resume, references and a cover letter to Nora Rasman at nrasman@transafricaforum.org

Conflict Resolution Specialist Position for Fairfax County Public Schools, Fairfax VA

Job Number: 7395

Location: Gatehouse Admin Center I

Job Type: Special Services

Contract Length: 260-Day Contract

Full or Part-time: Full-time

Grade: US-24

Closing Date: Mar 25, 2008

Description and Qualifications
Safe & Drug Free Youth Section

Description:

Performs the full range of professional duties required to support an FCPS divisionwide program designed to resolve potential and actual conflict situations; provides intervention services; interfaces with schools, centers, departments, government, and community organizations; and administers all aspects of an annual mediation conference.

Qualifications:

Bachelor's degree plus five years' progressive experience in conflict resolution and mediation program design and implementation. A master's degree may be substituted for one year of required experience. Virginia state certification as a mediator, or eligibility for state certification, is required. Must possess experience working with students and staff at elementary and secondary level. Skill in oral and written communications. Ability to manage fiscal, physical, and human resources.

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Visiting Assistant Professor of International Relations at Goucher College, Baltimore, MD

Date posted: 3/11/2008

Application deadline: 4/15/2008

The *Department of Political Science and International Relations* at Goucher College seeks qualified applicants to fill a one year, visiting position in International Relations for the 2008-2009 academic year. The successful candidate will be able to teach three courses per semester, including Introduction to International Relations, Introduction to Political Economy, and a seminar in International Relations Theory. Other courses will be drawn from the candidate's area of specialization. Candidates should have a Ph.D. in hand by June 2008, though ABDs will be considered. Preference is given to candidates with prior teaching experience.

Candidates should submit a letter of application, current curriculum vitae, a copy of an official transcript, evidence of teaching ability, and three letters of recommendation by April 15, 2008 to Human Resources, Goucher College, 1021 Dulaney Valley Road, Baltimore, MD 21204. Review of applications will begin immediately.

Goucher College is committed to increasing the diversity of the campus community and encourages applications from individuals that will contribute to that mission. EOE

Project Manager for the ADRA Conflict Mitigation Program, Sanaa, Yemen

Education: Master (MA, MSW, etc.)

Posted by: [Adventist Development and Relief Agency \(ADRA\) Yemen](#)

Job Category: Activism & Organizing, Editing & Writing, Project management

Salary: \$600-\$800/ month

Last day to apply: March 21, 2008

Last updated: March 11, 2008

Type: Full time

Language(s): Arabic, English

Job posted on: March 11, 2008

Area of Focus: Peace, War, and Conflict Resolution

Description:

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The Adventist Development and Relief Agency (ADRA) is an international humanitarian NGO that has been providing development services in Yemen since 1995. ADRA is currently seeking a dynamic and experienced candidate to serve as a Project Manager for the conflict mitigation project by USAID.

Location: Sana'a with occasional travel to the project area (Sa'ada, Al Jawf, Amran, Marib and Shabwa Governorates)

Responsibilities:

- * Plans and monitor the implementation of projects activities.
- * Make the necessary arrangements for the project implementation in the chosen governorates.
- * Providing strong leadership, technical support and guidance to project staff.
- * Supervise the project coordinators and staff to execute the implementation plans as per the project document and budget
- * Submit a monthly, quarterly and annually report on a timely manner
- * Lead coordination efforts pertaining to the project by developing and maintaining effective working relationships with relevant stakeholders including community leaders, NGOs, and government ministries.
- * Represent the project in periodic USAID meeting, conflict forum meetings and other coordination meetings nationally.
- * Assist in further development of the project strategy and responses to meet existing and emerging needs in the target group, within the framework of the project.
- * Ensure a thorough understanding of ADRA Yemen's policies by project staff.

Finance and Benefits:

This is considered an International Volunteer position.

- * Travel: Paid in full if complete the full term of the contract.
- * Housing: ADRA provides an amount of \$ 250.00 per month.
- * Stipend amount: \$600 to \$800 per month
- * Health Insurance: Provided
- * Length of Service: From now to February 2009

Qualifications:

- * Master degree in conflict studies or similar field.
- * At least 3 years experience working with agencies in the development program preferably community based ones and in a high- risk areas.
- * Effective interpersonal skills, managerial skills, collaborative skills, and communication skills.
- * Knowledge of USAID compliance requirements and standards.
- * Good command of English (both spoken and written).
- * Knowledge of Arabic is a strong advantage.
- * Good computer skills.

How to Apply:

Interested candidates are asked to submit their applications (including a cover letter and CV, in English) to the Assistant HR manager, via fax (+967 1 260 528/ 210050) or e-mail (adra@y.net.ye and lamis_alkuhlani2001@yahoo.com). Please note in your cover letter where you learned about this vacancy.

Only short-listed candidates will be contacted.

Assistant/Associate Professor of Gender and Development at Brandeis University, Waltham, MA

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Date posted: 3/12/2008

Application deadline: 4/1/2008

The Heller School for Social Policy and Management invites applications for a faculty position at the Assistant or Associate Professor level (on a non-tenure basis). Eligible candidates should have a doctoral degree in anthropology, gender studies, development, or related fields, and have leadership experience in both research and educational programs. The successful applicant will combine strengths in teaching and field practice/research in the areas of gender, culture, and development with experience in managing academic programs for mid-level development practitioners, primarily from the developing world. Experience in teaching at the graduate level in international/intercultural settings, in academic management and administration, and in research and/or practical experience in development settings as well as knowledge of internship opportunities at national and international development organizations are preferred. Interested candidates should send a cover letter, curriculum vitae, samples of recent scholarship, and the names of at least three referees. Applications will be reviewed as they arrive, with priority given to those received before April 1, 2008. Please send materials to: **Charlotte Benham**, cbenham@brandeis.edu, **The Heller School for Social Policy and Management, MS 035, Brandeis University, Waltham, MA 02454-9110.**

Brandeis University is an equal opportunity employer, committed to building a culturally diverse intellectual community, and strongly encourages applications from women and minorities.

Country Director position with Educate, Uganda

Started by a high school student in 2002, [Educate!](#) works to educate and empower the next generation of socially responsible leaders in Africa. Currently, we provide underprivileged youth identified for strong leadership potential with a quality education in Uganda, completely transforming their lives. Our scholarships provide the food, safety, healthcare, support and encouragement our students need as youth to have the greatest social impact during their lives. To further our mission, we are developing new programs that promote leadership, social responsibility, and entrepreneurship.

The Uganda Director will be responsible for the development and expansion of Educate!'s student sponsorship program and new leadership and social entrepreneurship program. The responsibilities are outlined below:

- Due to record fundraising this past year, Educate! is looking to expand the number of students we sponsor. Before we can take this step forward, we need to develop a sound selection process to ensure that our support goes to the most motivated and deserving students whose values are consistent with Educate!'s mission of empowering the next generation of socially responsible leaders in Africa. The Uganda Director will be responsible for the development and implementation of the new selection process. The Uganda Director will also contact, monitor, and investigate the sponsored Educate! students and the schools they attend when necessary.
- Educate! is developing a leadership and social entrepreneurship institute. The aim of the institute is to supplement the largely test-based education offered by Ugandan schools with valuable training and experience in social entrepreneurship and socially responsible leadership. The institute is a three phase program for pre-university students which brings together students (including those sponsored by Educate!) of diverse backgrounds who have

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either shown an interest in socially responsible leadership and social entrepreneurship or demonstrated past experience in these areas. The Uganda Director will be integral to the development, implementation, and evaluation of the institute. The Uganda Director will also help develop and expand Educate! community service clubs at our partner schools in Uganda.

The position offers significant responsibility to shape the direction of our programs and the opportunity to play a crucial role in the transformation of Educate! from a grassroots initiative to a well-established and regarded international non-profit organization.

Educate! is looking for a candidate willing to make a full-time commitment for a minimum of one year starting in July 2008. Relocation to Uganda will be required. The ideal candidate will be highly motivated, entrepreneurial, and resourceful. Demonstrated initiative and leadership ability is a must, and previous experience in a developing nation is a positive. The position will offer a competitive salary and will assist with air travel expenses. Candidates for the position should possess at least some of the following qualities or characteristics:

- A strong understanding of and belief in Educate!'s mission and approach
- A minimum of an undergraduate degree, preferably with a major or concentration in international studies or business.
- Experience with program development and implementation is a plus
- The ability to collaborate with others across cultures to reach a common objective
- An understanding of the concept of social entrepreneurship and how it is reflected in Educate!'s mission
- Experience living or studying abroad, preferably in a developing nation or in a culture different from one's own, is preferred
- Effective writing and speaking skills

If you are interested, please [e-mail a resume and cover letter](#) expressing your motivation for applying, as well as the contact information of two references by March 31st. For more information about Educate!, please visit our website at www.educateafrica.org.

Assistant/Associate Professor of Social Science with American University of Afghanistan

Closing date: Open

Start date: August 1, 2008

The American University of Afghanistan offers four-year liberal-arts degrees in Business Administration, Information Technology, and Liberal Arts with all classes taught in English. The University also offers courses aimed at Afghan professionals who are working for international organizations, government departments, and private companies. These courses improve skills such as communication techniques and prepare students for TOEFL exam.

AUAF is a private and not-for-profit university which is financed through grants from USAID, tuition fees and other donations. AUAF is seeking exceptional individuals to fill the position of Assistant/Associate Professor of Social Science

Responsibilities and duties:

Development and teaching of introductory, mid and upper-level courses in Social Science. These could include courses in History, Political Science, Sociology, Anthropology, Geography or International Relations.

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.

Provide instruction and assess student learning in courses taught.

Collaborate with colleagues to maintain and develop curriculum, serve on University committees, and perform other duties appropriate for a faculty member as assigned.

Develop programs and facilitate activities that promote student success and lifelong learning.

Normal course load is four courses per term with no more than three preparations.

Requirements:

A Ph.D. in a Social Science discipline is preferred, Masters degree is required. Degrees must be from accredited universities.

Teaching experience in the American or similar systems is required, international teaching experience is preferred.

Priority or experience as an excellent teacher.

Preference will be given to those candidates who are qualified to teach in two or more disciplines.

The successful candidate will have the flexibility to deal with living and working conditions in a developing post-conflict society.

Native or near native-level English speaking skills are required.

This position reports to the Chair of Liberal Arts.

Review of applications will begin immediately, and will continue until the position is filled. The American University of Afghanistan offers a generous benefits package that includes a competitive salary, air transportation, University-provided accommodation, and paid health care insurance. This is an unprecedented opportunity to teach at a newly formed American University in an emerging and rapidly changing society.

Please e-mail resume with cover letter and salary history form to jobs@auaf.edu.af and specify Social Science in the e-mail subject box

Senior facilitator position for the Mexico City office of Centro de Colaboración Cívica, A.C.

January 25, 2008

The Centro de Colaboración Cívica (CCC) seeks an experienced facilitator to lead, design, implement and monitor consensus-building, conflict resolution and/or dialogue projects in Mexico. The CCC serves as a nexus for NGO-government-private sector collaboration. The Center focuses on advancing democratic planning and decision-making, engaging more citizens and organizations in civic matters, and promoting more effective partnerships across social, private and public sectors. Founded as an independent non-profit organization, the Center focuses on three core program areas: promoting multistakeholder dialogue based agreements in the federal legislature, environmental governance in the Mexican Northwest, conflict resolution in indigenous communities in the Mexican Southwest.

Position description

- The senior facilitator will be based in Mexico City. The individual will lead and manage various consensus-building, conflict resolution and/or dialogue projects as well as provide design, facilitation and advisory services to other CCC projects.

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- The position requires approximately ten days of travel per month.
- Facilitator will be responsible for completing existing work successfully and procuring new projects and partnerships with donors and clients.

Knowledge, skills, abilities and experience

- 3 to 5 years experience in conflict analysis, dispute resolution, and consensus-building.
- Group management (facilitation) skills
- Proven success in grant-writing and proposal development
- Experience working directly with a variety of international funders/clients
- Written and spoken fluency in English and Spanish
- Ability to prioritize and handle several projects simultaneously
- Ability to generate empathy with diverse groups of stakeholders
- Desirable: Professional experience in Mexico or Latin America.

Education

- Background in any of the following or related fields:
 - Political science, international relations, economics, public policy, social psychology, law, environmental studies, conflict resolution, organizational development.
- Master's Degree in any of these fields preferred.

Salary

Anywhere between \$25,000 mx (2,300 USD) and \$40,000 mx (3,650 USD), commensurate with experience.

Requirements

Applicants should email the following documents to areyes@sociosmexico.org by April 15th, at the latest (early submissions are encouraged): Statement of purpose (300 words max.), Complete CV, and three references.

Executive Assistant for the International Program Management, Westport, CT

Save the Children, the leading independent organization creating real and lasting change for children in need in the U.S. and around the world has an opening for an Executive Assistant to the Vice President, International Program Management. This person provides daily support to ensure the organization and efficiency of the Vice President, the International Program Management Department and the Program Development functions. Responsibilities include all administrative functions, scheduling meetings, maintaining travel calendars and making travel arrangements, coordinating conferences and inter-office meetings, updating intranet web pages. Assist Security Unit with the maintenance of a travel tracking system and ensure that field offices have access to security training materials via intranet. Coordinate communication between DC, Westport, and Country Offices. This is a career opportunity for the right individual to learn about our international programs with the potential to move into the program side of Save the Children's mission.

Minimum five years' administrative experience in an office environment that supports the international development community with demonstrated understanding of the issues relevant to working in a multi-cultural environment; ability to self-organize, prioritize, and handle multiple tasks simultaneously; excellent written and verbal skills and exceptional attention to detail essential. This candidate must be extremely organized, self-motivated and a team player. Must have excellent interpersonal and presentation skills; thorough competence with Microsoft Office software (Word, Power point, Outlook, Excel). Foreign language skills preferred; knowledge of HTML language for website updating and experience with Front page or Dreamweaver software. Bachelors degree required; foreign language skills a plus. No relocation.

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Please visit our Career Website at <http://www.savethechildren.org/careers/index.asp> and apply online to position # 3612. EOE M/F/D/V

Equal Employment Opportunity Specialist for the Office of Civil Rights, Washington, DC

GS-0260-13

Timeframe: Negotiable - This is an Excepted Appointment which can be terminated at anytime.

This position is located in the Office of Civil Rights, U.S. Department of State. The office is responsible for assisting the Department in fostering a work environment free of discrimination and to maintain a continuing affirmative outreach program that promotes equal opportunity through the identification and elimination of discriminatory policies and practices. The incumbent serves as the Department's Alternative Dispute Resolution (ADR) Specialist and is responsible for providing policy and technical guidance and counseling in Alternative Dispute Resolution and the Equal Employment Opportunity program.

The incumbent will serve as the Agency's subject matter expert on Alternative Dispute Resolution (ADR) issues and programs; and work with Department bureaus, HR specialists, and both managers and employees to develop ADR process models, case studies, and interest based skill development training. The incumbent directs the ADR Program by resolving informal and formal complaints through the use of mediation, and other appropriate ADR techniques.

The incumbent develops Alternative Dispute Resolution models that reflect innovative approaches to conflict resolution and in preventing disputes in the State Department's entire workforce. Counsels employees and applicants for employment who believe they have been discriminated against in accordance with Equal Employment Opportunity regulations. Chairs the State Department's Alternative Dispute Resolution Working Group and is the Agency's representative at interagency meetings on Alternative Dispute Resolution.

The Office of Civil Rights is looking for an individual with a strong background in ADR, outstanding oral and written communication skills, and who has great program management experience as well as experience in developing training.

Qualifications: The successful candidate must have a minimum of 2-3 years experience in ADR, utilizing several of the ADR techniques, and 2-3 years of program management experience. In addition, the successful candidate should be energetic, and have excellent communication skills (oral and written).

Clearance Level: Top Secret

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Security clearance is required. If you do not currently possess a clearance, the Department of State will process one for you, if you are selected.

For information on this position, please contact: Ardena Austin, Administrative Officer, (202) 647-9295.

Director of Research for Diversity and Field-Building Studies, Washington, DC

The Foundation Center, founded in 1956, is the nation's leading authority on philanthropy and is dedicated to serving grantseekers, grantmakers, researchers, policymakers, the media, and the general public. Our organization's mission is to strengthen the nonprofit sector by advancing knowledge about U.S. philanthropy. Our vision is a world enriched by the effective allocation of philanthropic resources, informed public discourse about philanthropy, and broad understanding of the contributions of nonprofit activity to civil society.

Our research department analyzes and interprets the wealth of data we collect on foundations and their giving to fulfill our core mission of advancing knowledge about U.S. philanthropy. Stakeholders in the field and the broader public rely on our research to learn about current trends and gain insights into patterns of foundation activity over time. Our primary research publication is our annual Foundation Today Series, comprised of three reports: Foundation Giving Trends, Foundation Growth and Giving Estimates, and Foundation Yearbook.

Reports to: Senior Vice President for Research

Supervises: Research Associate(s)

Job Summary: Responsible for directing national and regional research projects on foundation inclusiveness and diversity and other field-wide issues, in collaboration with other staff and partner organizations. Oversees planning and scheduling, data production, data analysis and writing, report preparation, and dissemination of research to various audiences. Organizes and reports on biannual/annual research committee meetings and forums.

Responsibilities:

- Designs and conducts research studies on foundation inclusiveness and diversity and other field-wide issues; develops project proposals, including report outlines, timelines, and budgets; organizes and coordinates advisory committee meetings; prepares report "Highlights" and press releases.
- Serves as primary contact person/liaison on partnered research projects, ensuring effective communication and collaboration with partner organizations.
- Directs all phases of report preparation for studies, including report conceptualization, data analyses, writing, editing, and proofreading.
- Develops and maintains all related project schedules; coordinates research efforts with editors and Information Technology, Design and Production, and Communications staff.

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- Performs statistical analyses for studies using SAS and/or SPSS.
- Organizes biannual research advisory committee meetings and annual research forum and prepares summary reports for various audiences.
- Coordinates and oversees the work of consultants.
- Identifies opportunities for developing new partnerships and projects.
- Works with Communications staff to develop and execute strategies for promoting and disseminating research.
- Interviews, trains, and supervises Research Associate(s).
- Speaks at meetings and FC programs on foundation inclusiveness and diversity and other field-wide issues. Represents department at research and philanthropic meetings and conferences and on selected internal task forces.
- Responds to research questions from the media, grantmakers, researchers, and policy makers.
- Tracks periodicals, online sources, and bibliographies for information on trends in philanthropy.
- Performs other duties as required.

Requirements:

- **Knowledge:** Advanced degree required (Ph.D. preferred), preferably in a social science field, such as sociology, economics, or political science, or MPA; training in statistics, survey research, and other quantitative and qualitative research methods required. Familiarity with U.S. foundation/philanthropic field is highly desirable.
- **Experience:** A minimum of 5 to 7 years of professional research-related experience in positions of increasing responsibility, including project development, project management, and staff supervision. Extensive experience in developing and conducting a broad range of survey research projects required. Experience conducting statistical analyses using SAS and/or SPSS and preparing data-driven reports required. Experience conducting research on issues of inclusiveness and diversity strongly preferred.
- **Skills and abilities:** Excellent analytical and report writing skills; knowledge of word-processing, spreadsheet, and statistical software; ability to work with large data sets; strong organizational and planning skills and ability to manage multiple projects and deadlines; ability to communicate effectively with staff in other departments and with outside partners; ability to work collaboratively with a wide range of research partners/clients. Candidate should have good interpersonal and public speaking skills, a willingness to take initiative, and the collegial attitude required in a small department.

We offer a competitive salary and excellent benefits. The Foundation Center is an equal opportunity employer.

To Apply: Do not telephone. Please put the title of the position you are applying for in the subject line. Please send resume and salary requirements to:

Senior Recruiter
 Foundation Center
 Division 6-0908-FCJC
 79 5th Avenue
 New York, NY 10003
Fax: (212) 807-3635
E-mail: jobs@foundationcenter.org

Research Assistant position with International Center for Research on Women Washington, DC

International Center for Research on Women (ICRW) is looking for a Short-term Research Assistant/Associate. This Research Assistant/Associate (RA) will help carry out a literature review and research on Women's Leadership, which will focus on two questions:

1. What does the literature say about why developing women's leadership is important to improving development outcomes?
2. What does the evidence show about whether programs are successful in developing leadership among women?

The RA will review existing documentation in the published and "grey" literature and collect data directly through phone and in-person interviews with organizations that have a history of implementing women's leadership programs.

This position will be for 2-4 months, starting in February. Ideally, it will be a full-time position during at least the first two months. The candidate should be highly organized and self-motivated and have the following skills & experience:

- * MA or BA and several years experience.
- * Experience with literature reviews and/or conducting surveys or other qualitative research experience.

To Apply

Interested candidates should submit a letter of interest, resume and salary requirements to jobs@icrw.org with "Research Assistant – Women's Leadership" in the subject line.

EOE M/F/D/V

***Visiting Assistant Professor position at University of Richmond,
Richmond, VA***

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The University of Richmond's Women, Gender, and Sexualities Studies program invites applications for a three-year visiting assistant professor position beginning fall semester, 2008. We are seeking a candidate whose primary focus is Gender and International Relations.

The successful applicant will be housed in the Political Science Department and will teach

Introduction to International Relations and upper-division courses Women, Gender and Sexualities Studies. Applicants must be committed to high quality teaching and should be prepared to develop and offer courses in such areas as Gender Politics and Policy and Global Feminisms at the junior and senior undergraduate level.

A Ph.D. in Political Science or other closely allied area emphasizing international studies is required at time of appointment. Evidence of strong teaching skills required; 4/4 teaching load; no service assignments. Salary is competitive. To apply, send a letter of interest, current vitae, three current letters of recommendation, and official transcripts to: Dorothy Holland, Co-Coordinator, Women, Gender, and Sexualities Studies, 28 Westhampton Way,
University of Richmond, Richmond, VA 23173.

The University of Richmond is a highly selective, well-endowed, private institution located in Virginia's state capital within a two-hour drive or train ride of Washington, D.C. We offer employment benefits to domestic partners and prohibit discrimination on the basis of race, ethnicity, religion, sex, and sexual orientation. The University of Richmond is committed to developing a diverse faculty and values the expression of differences in ways that promote excellence in teaching, learning, personal development, and institutional success. Candidates are invited to include a statement indicating how they would contribute to the University's goals of increasing diversity and making diversity truly inclusive. For more information, see the Common Ground Action Committee's website at <http://provost.richmond.edu/committees/CGAC.htm>. For more information on the WGSS major and minor programs and the Political Science Department, see <http://wgss.richmond.edu/> and <http://polisci.richmond.edu/>.

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