



Career Services Newsletter
May 24, 2007
Volume 3, Issue 10

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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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.

Career Related Events

The Global Security and Cooperation Initiative: Connect US Grantmaking Program

The Connect US Collaborative Fund - the Charles Stewart Mott Foundation, the Ford Foundation, the Open Society Institute, the Rockefeller Brothers Fund and the William and Flora Hewlett Foundation - is pleased to announce the release of the funding guidelines for the Global Security and Cooperation Initiative, its 2007-2009 program of grantmaking.

Connect US believes that the public debate leading to the presidential election in 2009 presents an historic opportunity to make serious progress on key policy issues critical to responsible global engagement. This will be the major goal of the Connect US program over the next two years, reflected in a \$5-\$6 million program of grant making and operational activities termed *The Global Security and Cooperation Initiative*. The Initiative will focus, in particular, on climate change and energy policy, nuclear and space weapons policy, human rights, civil-military relations, and international trade and development.

Connect US invites you to review the guidelines of the Global Security and Cooperation Initiative's Bridge-Building and Policy Action grants, and determine if your work fits the funding priorities. Letters of Inquiry for the two funding pools are due by **June 21, 2007**. You will find more information about the grantmaking program on the [Connect US website](#) and you can submit your letters of inquiry [here](#) starting June 5.

If you have any questions, contact connectus@tides.org or 415.561.6330.

Organization Spotlight

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.

Fellowships

SUMITRO FELLOWS 2008 GRANT APPLICATIONS

Deadline November 2, 2007

The United States Indonesia Society (USINDO) invites applications for its 2008 travel/study grant for post-doctoral scholars, Ph.D. candidates, senior academics, and otherwise professionally qualified candidates to engage in field research in Indonesia on an economic or political-economic topic. This grant is available to United States citizens and permanent residents in the United States with a specific project relating to the political economy of Indonesia. The Indonesian Sumitro Fellowship is open to an Indonesian citizen with a project related to the Indonesian-United States relationship. Previous travel to, and experience in, Indonesia or the United States (for Indonesian Sumitro applicants) is desirable but not necessarily a requirement. **The deadline for the 2007 Sumitro Fellows Applications is Friday, November 2, 2007.**

The Sumitro Fellows program honors Dr. Sumitro Djojohadikusumo, Indonesia's senior economist and advisor to USINDO, who passed away on March 9, 2001. An architect of Indonesia's modern economy, Professor Sumitro headed the faculty of economics at the University of Indonesia, and was later a minister of trade and minister of state for research. Professor Sumitro was also the driving force behind a 1950's program of the Ford Foundation which sent Indonesian economists to U.S. academic institutions for advanced degrees. Many attended the University of California at Berkeley and the group came to be known as the "Berkeley Mafia" when its members assumed many key cabinet posts in subsequent decades.

The Sumitro Fellows grants for the 2008 application cycle are \$10,000 each.

Sumitro Fellows Application Guidelines for 2008

Eligibility: Applicants for the US Sumitro Fellowship must be United States citizens or permanent residents in the United States with a specific project on Indonesia's political economy. Applications outside the scope of economics or political economy **will not** be considered. Applicants for the Indonesian Sumitro Fellowship must be Indonesian citizens with a specific project on any aspect of the Indonesian-US relationship. Applications related strictly to American topics or on non-US or non-Asian themes **will not** be considered. Applicants will be considered without regard to race, color, religion, sex, age and/or physical impairment.

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Language Proficiency: Please note that though not compulsory, prior study of Bahasa Indonesia is helpful in conducting field research. Applicant should indicate on the application form if and at what level the language has been studied, both formally and informally. Indonesian applicants must be capable of advanced study in English. Evidence of English fluency may be demonstrated by TOEFL scores.

Notification: USINDO will announce the winner in December, 2007.

Application Materials:

- **Application Form:** Please submit a completed and signed application form (available at www.usindo.org).
- **Field Research Abstract:** Please provide a one to five page single-spaced abstract of your intended research.
- **Curriculum Vitae or Resume:** Please submit a resume or curriculum vitae (not to exceed ten pages) providing full citations of all publications, with most recently published items listed first.
- **References:** Please submit two letters of support. One letter must be from a dissertation advisor, senior faculty member or other comparable advisor.
- **Waiver of Responsibility:** Please submit a signed waiver of responsibility (available at www.usindo.org).
- **Supplemental Information:** In addition to the above information, the review committee will consider supplemental information such as writing samples, course syllabi, etc. Materials will only be returned if a self-addressed return envelope with proper postage is included. Faculty members and lecturers are asked to submit course syllabi that do not exceed five pages.

Mailing Instructions: Please mail all application materials by **November 2, 2007** to:

Tom Spooner

Education Officer

The United States-Indonesia Society (USINDO)

1625 Massachusetts Avenue, NW, Suite 550

Washington D.C. 20036

For a complete application visit our website at www.usindo.org

Internships

Mt. Rainier Public Information Intern, New Hampshire

The devastation from last November's floods at Mt. Rainier National Park has impacted many people in many ways-yet the most common response has been *How can I help?*

While most of the work involves hand tools, and hiking, and sweat and dirt, SCA offers a unique way to help Mt. Rainier out in this recovery phase.

Because of Mt. Rainier's ties to the community and its overall notoriety across the U.S., these reconstruction efforts are all newsworthy. SCA is looking for a qualified individual to help publicize our efforts in many media formats. The [Public Information Intern](#) will help develop and implement communication strategies which will help support park flood recovery initiatives. He/she will also be responsible for other public outreach and educational initiatives. Please visit the link above for a full description.

For those interested in this position, please contact Rick Zamore at rzamore@thesca.org for more information.



www.theSCA.org | Admissions@theSCA.org

The Student Conservation Association 603-543-1700

689 River Road PO BOX 550 Charlestown, New Hampshire 03603

Jobs

ACHEH PROGRAM MANAGER (EXPATRIATE, based in Banda Aceh)

World Learning for International Development is recruiting applicants for the following positions below for a **Civil Society and Conflict Mitigation program in Indonesia** to build capacity to manage and mitigate conflict and build respect for pluralism and human rights through a more democratic and transparent security sector. These positions are contingent upon receipt of project funding.

Responsibilities:

- Responsible for managing all aspects related to the Aceh component of this overall program;
- Supervise contractor's field presence in Aceh, including operations, administration, logistics, procurement, budgeting, financial accounting and the PBMS management;
- Oversight of all subcontractors in Aceh in coordination with COP.

Desired Qualifications:

- At least 5 years experience working in complex and challenging field operations, unstable or post conflict environments in developing countries;
- Program development in conflict affected and crisis environments;
- Experience in hiring, supervising and training local personnel;
- Experience with systems and office management;
- Familiar with USAID administrative regulations, including contracts management, procurement and monitoring;
- Fluency in written and spoken English; Fluency in written and spoken Bahasa Indonesia a plus;
- Experience in Aceh preferred.

Interested persons should submit a cover letter and resume by e-mail soonest possible to:

recruitment@worldlearning.org Please reference the position title in the subject line. While World Learning would like to graciously thank all applicants for their interest and responses, only applicants who meet all requisite criteria and are shortlisted will be contacted. No phone calls please. Thank you.

CHIEF OF PARTY (EXPATRIATE, based in Jakarta)

World Learning for International Development is recruiting applicants for the following position for a **Civil Society and Conflict Mitigation program in Indonesia** to build capacity to manage and mitigate conflict and build respect for pluralism and human rights through a more democratic and transparent security sector. The position is contingent upon receipt of project funding.

Responsibilities:

- Provide technical direction and management oversight for activities to assist local civil society organizations, public institutions, and other partners address the causes and consequences of conflict;
- Ensure USAID compliant grants administration; oversee and supervise contractor's field presence; hire and supervise staff; and coordinate closely with USAID officials.
- Provide technical direction and management oversight for activities to assist local civil society organizations, public institutions, and other partners address the causes and consequences of conflict;
- Ensure USAID compliant grants administration;
- Oversee subcontractors;
- Hire and supervise staff;
- Liaise with USAID officials.

Desired Qualifications:

- Minimum 10 years of experience supervising complex and challenging field operations in unstable, conflict-affected and post conflict developing countries;
- Experience in program development; hiring, supervising, and training local personnel; and implementation of rapid, high-impact small grants programming
- Demonstrated track record of establishing systems, program set-up, financial management, and procurement;

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- USAID program work experience preferred Chief of party experience preferred;
- Fluency in written and spoken English; Fluency in written and spoken Bahasa Indonesian a plus.

Interested persons should submit a cover letter and resume by e-mail soonest possible to:

recruitment@worldlearning.org Please reference the position title in the subject line. While World Learning would like to graciously thank all applicants for their interest and responses, only applicants who meet all requisite criteria and are shortlisted will be contacted. No phone calls please. Thank you.

Information/Monitor & Evaluaton Specialist (EXPATRIATE, based in Jakarta)

World Learning for International Development is recruiting applicants for the following positions below for a **Civil Society and Conflict Mitigation program in Indonesia** to build capacity to manage and mitigate conflict and build respect for pluralism and human rights through a more democratic and transparent security sector. These positions are contingent upon receipt of project funding.

Responsibilities include:

- Develop and maintain database information, monitoring and evaluation system in support of local civil society organizations, public institutions, and other partners addressing the causes and consequences of conflict;
- Oversee monitoring and evaluation reporting, including data collection for measuring program impact;
- Liaise with other contractors and USAID staff to draft reports as required by the COP and USAID CTO.

Desired Qualifications:

- Minimum three years of experience on international development programs, preferably in conflict-affected areas;
- Demonstrated success in monitoring and evaluation, including developing indicators and reporting;
- Familiarity with USAID reporting;
- Ability to produce reports and documents under tight deadlines;
- Fluency in written and spoken English; Fluency in written and spoken Bahasa Indonesia a plus.

Interested persons should submit a cover letter and resume by e-mail soonest possible to:

recruitment@worldlearning.org Please reference the position title in the subject line. While World Learning would like to graciously thank all applicants for their interest and responses, only applicants who meet all requisite criteria and are shortlisted will be contacted. No phone calls please. Thank you.

PERFORMANCE BASED MANAGEMENT SYSTEM MANAGER/GRANTS DATABASE MANAGER (Indonesians encouraged to apply, based in Jakarta)

World Learning for International Development is recruiting applicants for the following positions below for a **Civil Society and Conflict Mitigation program in Indonesia** to build capacity to manage and mitigate conflict and build respect for pluralism and human rights through a more democratic and transparent security sector. These positions are contingent upon receipt of project funding.

Responsibilities include:

- Manage the PBMS in support of local civil society organizations, public institutions, and other partners addressing the causes and consequences of conflict;
- Oversee PBMS maintenance, data entry, hardware and program upgrades, and Web-based database submissions to USAID;
- Establish and oversee complete grant approval process.

Qualifications:

- Advanced computer literacy and database management skills
- Ability to compile information gathered from a variety of sources in a timely fashion;
- GIS expertise preferred;
- Proven writing skills (a writing sample of no more than 3 pages is required)
- Fluency in written and spoken Bahasa Indonesian. Fluency in written and spoken English a plus.

Interested persons should submit a cover letter and resume by e-mail soonest possible to:

recruitment@worldlearning.org Please reference the position title in the subject line. While World Learning would like to graciously thank all applicants for their interest and responses, only applicants who meet all requisite criteria and are shortlisted will be contacted. No phone calls please. Thank you.

Program Assistant – Middle East & North Africa

Goals:

Execute and coordinate all aspects of grant proposal scheduling and processing to facilitate the efficient review and approval of grants at quarterly Board or Director's meetings.

- Establish and communicate schedules for proposal reviews to insure adequate preparation time.
- Facilitate coordination between the Institutes and NED staff as needed.
- Support Program Officer grant proposal review efforts by maintaining and retrieving accurate information from proposal files and program logs.
- Ensure that the grant proposal review process is on track by actively monitoring, reviewing and managing the flow of proposal documents and by acting as liaison with Institutes so that all necessary program materials are in proper order for the quarterly Board meetings.
- Relieve the administrative load from Program Officer staff by preparing response letters to potential grantees.
- Streamline the grant proposal review process by creating more efficient procedures and work methodologies.
- Be recognized and utilized as the grant proposal information resource to the Assistant, Program and Senior Program Officers, the Director of Program, and other sections.
- To work with NED staff to develop and update the content of an Arabic or Farsi website resource material.

Knowledge and Skill Level

Associate's degree level of knowledge and the equivalent of 3 years of administrative support experience, MS Office competence, and strong administrative and organizational skills required. Language skill in Arabic or Farsi required. Skill in both languages desired.

To Apply: Email resume and cover letter to jobs@ned.org. Please use "MENA Prog. Asst." for the subject line of your email.

Advisor, Ending Violence Against Women / UNIFEM / New York, NY,

USA / Closing date: May 28, 2007.

BACKGROUND:

UNIFEM is looking for a dynamic, creative and experienced individual to play a leading role in the organization's work to end violence against women. UNIFEM's support for ending violence takes place through the UN Trust Fund, and through its own programming under its Multi-Year Funding Framework.

The United Nations Trust Fund in Support of Actions to Eliminate Violence against Women was established by a General Assembly resolution in 1996, with UNIFEM as the Fund's administrator. Through the Trust Fund, UNIFEM links innovative efforts to end violence

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against women with opportunities to replicate and scale up successful strategies. The Trust Fund generates lessons and good practices that inform larger programmes of the United Nations and its civil society and governmental partners at the national, regional and global levels.

Under the Trust Fund strategy for the period 2005-2008, grant-making has been specifically targeted to support for civil society and government partners to ensure the effective implementation of laws and policies, and to address the intersection of HIV/AIDS and violence against women.

DUTIES AND RESPONSIBILITIES:

Reporting to the Executive Director, the Advisor on Ending Violence against Women Advisor will be responsible for:

- Monitoring global and regional trends in anti-violence work, to assist in the identification and promotion of effective strategies and interventions
- Overall policy direction and technical guidance for UNIFEM's end-violence programming, including for global and regional programmes and end-violence campaigns.
- Overseeing development of policy and position papers, and analytical reports on UNIFEM's work and the work of its partners on ending violence against women
- Outreach to the international community, and promotion of the objectives and achievements of the Trust Fund to End Violence
- Leadership for the Trust Fund regarding knowledge management, capacity development for grantees, and monitoring and evaluation, and knowledge management, as well as supervision of the Trust Fund Manager and other Trust Fund staff
- Engagement in UN inter-agency and other international fora in relation to EAW, as well as participation in specialist networks, and collaboration with research and academic institutions
- Establishing strong working partnerships with other UN organizations, bi-lateral donors, and organizations, networks, and individuals with expertise in ending violence against women.

SEE FULL JOB DESCRIPTION AT:

http://jobs.undp.org/cj_view_job.cfm?job_id=1790

REQUIRED SKILLS AND EXPERIENCE:

- An Advanced university degree (masters or above), with a focus on women's human rights, or other related fields
- A minimum of 10 years of relevant experience within the UN system and/or comparable international or regional organizations
- Technical expertise in the area of Ending Violence Against Women (EAW)
- Experience with grant-making and programme management
- Proven advocacy, analytical and writing skills
- Highly developed communication skills
- Fluency in English is required. Working knowledge of other UN languages desirable.

TO APPLY:

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Post Number: 12541

Please apply ONLINE at:

http://jobs.undp.org/cj_view_job.cfm?job_id=1790

APPLICATION DEADLINE: 28 MAY 2007.

Online Communication Director, Save Darfur Coalition, Washington D.C.

Education: Bachelor (BA, BS, etc.)

Location: Washington, District of Columbia, 20037, United States

Posted by: [Save Darfur Coalition](#)

Job Category: Communications

Language(s): English

Type: Full time

Job posted on: May 21, 2007

Last day to apply: June 1, 2007

Area of Focus: Human Rights and Civil Liberties, International Relations

Last updated: May 22, 2007

Description:

The Save Darfur Coalition raises public awareness about the ongoing genocide in Darfur and mobilizes a unified response to the atrocities that threaten the lives of people throughout the Darfur region. It is an alliance of more than 180 faith-based, advocacy and humanitarian organizations. The Coalition's member organizations represent 130 million people of all ages, races, religions and political affiliations united together to help the people of Darfur.

The Save Darfur Coalition seeks an Online Communication Director to lead its online efforts. While experience in website design is a plus, this is NOT a webmaster position. The Online Communication Director will work with every part of the Coalition and its consultants to develop and implement an online strategy that furthers the goals of the Save Darfur Coalition.

Principal Duties and Responsibilities:

- Ensure that all online communication (web sites, email, online events, podcasts, blogs, etc.) reflect and advance the goals of the Save Darfur Coalition and its communication strategy;
- Oversee technology needed for all aspects of the Coalition's online presence and communication;
- Create and manage a process and calendar that enables key stakeholders within Save Darfur to collaboratively plan online and integrated campaigns, set daily and weekly web priorities, work with the Online Communication Associate to maintain and update high traffic web pages;
- Develop and execute a strategy for building traffic and recruiting new list members and donors, through online media, search engine optimization, keyword marketing, reciprocal linking and

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other tactics;

- Foster a sense of community among the Save Darfur Coalition's one million plus list members, through a regular program of online events (such as chats), a blog, or other interactive outreach efforts;
- Manage and facilitate all email communications with list members. Maintain a master calendar to ensure that list members do not receive multiple messages. Understand and implement best practices with regard to email and user subscription management;
- Review and update the Save Darfur Coalition website technology, graphic design, information architecture, and functionality as needed. Review and update associated technology (email distribution, blog, podcasting, tagging, viral marketing, search engine marketing, text messaging, etc.) as warranted. Oversee all technical aspects of the Coalition's online presence;
- Supervise the Online Communication Associate and all online communication-related vendors and consultants.

The ideal candidate would have at least five years experience in campaign, advocacy or online communication and strategy. Must have an exceptional level of organization and ability to juggle multiple tasks. Must have strong written and oral communication skills as well knowledge of HTML, CSS, and content management systems. Also required are: knowledge of compatibility issues with different browsers and platforms; experience with design tools on a PC platform; experience with web development tools; and experience with Blue State Digital or Get Active is preferred. Work with international organizations or campaigns is a significant plus, as well as experience in non-profit advocacy or similar environments.

How to Apply:

The Save Darfur Coalition is located in Washington, DC and offers a competitive compensation and benefits package.

Please send a cover letter and resume to jobs@SaveDarfur.org and note Online Director in the subject line. Only emails are currently accepted; do not make any phone calls in reference to this job listing.

PROGRAM ASSOCIATE - RELIGION AND CONFLICT RESOLUTION, New York

Salary: Commensurate with experience

Education: Master (MA, MSW, etc.)

Location: New York, New York, 10118, United States

Posted by: [Tanenbaum Center for Interreligious Understanding](#)

Job Category: Editing & Writing , Human Relations, Project management, Research

Type: Full time

Last day to apply: June 20, 2007

Language(s): English

Last updated: May 21, 2007

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Job posted on: May 18, 2007
Area of Focus: Peace, War, and Conflict
Resolution

Description:

THE ORGANIZATION

Tanenbaum is the leading organization providing the practical programs so urgently needed to prevent the growing problem of verbal and physical conflict perpetrated in the name of religion. We are a non-sectarian group that addresses unresolved tensions by helping to change behaviors in religiously-diverse workplaces, schools and in areas of armed conflict.

THE RELIGION AND CONFLICT RESOLUTION PROGRAM

In a world of conflict often stimulated by religion, Tanenbaum's Religion and Conflict Resolution Program works to further the effective use of religiously-motivated individuals as a positive force in conflict resolution. Our initiatives promote religious peacemaking as an urgently needed component of Track II (citizen) diplomacy, and strengthen the impact of religiously-motivated men and women engaged in resolving conflicts worldwide.

JOB RESPONSIBILITIES

The Religion and Conflict Resolution Associate will report to the Assistant Program Director, Religion and Conflict Resolution.

In collaboration with the Assistant Program Director, the Religion and Conflict Resolution Associate will be primarily responsible for supporting the Religion and Conflict Resolution Program's direction, expansion and implementation. This includes, but is not limited to, the following duties:

- Manage and implement Peacemakers in Action and the Women's Peace Initiative, including:
 - . Manage the process and annual election of a Peacemaker in Action and a Middle East-North Africa Women's Peace Initiative awardee.
 - . Expand, manage and maintain outreach lists for Peacemaker nominations.
 - . Research, interview and create in-depth case studies of Peacemakers and conflict situations.
 - . Research and critically analyze themes evident in case studies.
 - . Plan all components of Peacemakers in Action Working Retreats/conferences.
 - . Maintain institutional contact with international network of Peacemakers; find new ways to strengthen and promote network, as well as foster collaboration and mobilization among Peacemakers.

- Distribute and expand upon findings of new Tanenbaum publication, Peacemakers in Action: Profiles of Religion in Conflict Resolution (Cambridge University Press, 2007):
 - . Create innovative materials and trainings based on the book's findings for target audiences –

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including students; diplomats and policy makers; and religious scholars and leaders.

. Conduct outreach and seek opportunities for book distribution, trainings, and partnerships.

- Implement new directions for the program, including publications, partnerships and partnership products.

- Support fund development for Religion and Conflict Resolution.

- Assist in external outreach and represent Program to external audiences as appropriate.

- Provide staff support for Religion and Conflict Resolution Program Advisory Council and Board of Directors as appropriate.

- Provide organizational support as needed for general operations and serve as member of Program Unit in assessing overall direction.

WORK PRODUCT

All work produced for Tanenbaum by the employee is the work product of Tanenbaum and may not be used by the employee outside of Tanenbaum-authorized activities.

Additional Qualifications:

QUALIFICATIONS AND EXPECTATIONS

- Commitment to the mission and goals of Tanenbaum.

- Advanced studies in Conflict Resolution, Religion and Peacemaking, International Affairs, Comparative Religion or related field.

- Exceptional written and oral communication skills including presentation skills and training skills.

- Organized and adept at multi-tasking.

- Self-starter and shows initiative.

- Detail-oriented.

- Ability to conduct research and utilize information for thesis development.

- Ability to analyze and present data.

- Creative.

- Team player.

- Represent Tanenbaum and the program in a professional manner at all times.

- Enjoy working with people and possess strong motivational skills.

- Expertise in technology, computers and design, including Windows, MS Word and Excel. Internet expertise, Adobe PhotoShop and MS PowerPoint a plus.

- Expertise in website building a plus.

- Foreign language skills a plus.

- Sense of humor.

How to Apply:

Please send a cover letter, including salary requirements, brief writing sample (< 5 pages) and

résumé to:

Tanenbaum Center for Interreligious Understanding
350 Fifth Avenue, Suite #3502, New York, NY 10118

Email: hr@tanenbaum.org

Fax: 212-967-9001

No telephone calls, please.

PROGRAM DIRECTOR, The Carter Center CONFLICT RESOLUTION PROGRAM , ATLANTA, GEORGIA

The Carter Center seeks qualified candidates for Program Director, Conflict Resolution Program.

The Carter Center is guided by a fundamental commitment to human rights and the alleviation of human suffering; it seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health. Preventing and resolving deadly conflict has been a concern of the Center, since its founding by Jimmy and Rosalynn Carter in 1982. The Conflict Resolution Program (CRP) together with programs in Human Rights, Democracy, the Americas, and China, collectively strive to advance the Center's mission Waging Peace, Fighting Disease, Building Hope.

The Carter Center seeks a CRP Director with demonstrated abilities in developing and implementing timely practical projects in a diversity of foreign settings in partnership with governments, international organizations, and non-state actors. Recent and planned Center initiatives include assisting post-conflict reconciliation in Liberia, confidence building among former enemies in Nepal, encouraging Middle-East peace processes, post-election mediation in Latin America, and conflict resolution capacity building at the African Union. Successful projects increasingly rely on cross-program cooperation among two or more of the Peace programs and the CRP director will be expected to work actively to advance such collaboration. The Center is in partnership with Emory University and the Director will be encouraged to engage faculty and students to mutual advantage, although not to the exclusion of other universities and institutions. The Director reports to the Vice President for Peace and through him to the President/CEO and has supervisory responsibility for a small staff. Directors work with the Finance Office in developing and managing their program's budget and for assuring fiscal accountability of the Program's resources, consistent with the general procedures of the Center. With the support of the Development Office, directors are responsible for helping to raise funds required to finance new projects and activities from foundations, corporations, individuals, and government donors, and meeting reporting requirements related to the funds. Directors serve as senior advisors through their respective Vice Presidents and the President/CEO to President Carter in areas of program responsibility as President Carter may request.

QUALIFICATIONS: The Director must be a recognized leader as well as expert in the fields of conflict prevention, resolution, and negotiations. Fifteen years of experience, including some overseas in developing countries, is

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also essential. The person should have substantial managerial, communications and leadership abilities, including at high levels of responsibility in non-governmental, inter-governmental, or governmental organizations. Given the nature of the work, the following abilities are also prerequisites: to develop and sustain trust with diverse individuals and organizations, to work in a collegial fashion, and to develop and exercise strategic vision. Other desirable factors include fluency in at least one foreign language and an advanced degree.

TO APPLY: The Carter Center is an equal opportunity, affirmative action employer. Candidates should submit a cover letter, resume, minimum salary requirements, and the names and contact information for a minimum of three professional references: email: scallah@emory.edu; FAX: 404-420-3818; mailing address: Sabrina Burnett, The Carter Center, Human Resources Department, 453 Freedom Parkway, Atlanta, GA 30307

Executive Director, The Society for International Development, Washington D.C.

The Society for International Development -Washington (SID-Washington) is a membership organization serving development professionals and those interested in international development. Its mission is to raise awareness, share knowledge and experience, and build support among the public and key decision makers for development policies and programs. SID-Washington is recruiting for the position of Executive Director.

Position Summary:

The ideal candidate will exhibit strong leadership and diplomatic skills in managing and operating a membership service organization. Candidates must be a U.S. citizen or Permanent Resident with at least 7-10 years of relevant professional experience. Competitive Salary based on experience. **Start Date: August 2007**

Duties & Responsibilities:

- Oversee all daily operations of SID-Washington Chapter
- Consistently increase profile, financial base, and impact of Chapter
- Increase and diversify membership
- Report to the Chapter President
- Sustain/augment institutional and individual relationships with key constituencies
- Work collaboratively with Board to develop and implement SID-Washington's strategic plan
- Manage financial accounts
- Increase outreach and augment relationship with key international development organizations in Greater Washington area
- Conceptualize and implement program ideas
- Manage fundraising activities including annual conference and annual dinner
- Coordinate work of sectoral/regional workgroup chairs
- Supervise SID-Washington Staff
- Serve as primary point of contact to SID Secretariat in Rome and other SID Chapters

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Qualifications:

- In-depth knowledge of international development
- First hand, working familiarity with key international development constituencies in DC, including U.S. Government Agencies, Capitol Hill, think tanks, NGOs, policy organizations, foundations, private sector firms, etc.
- Exceptional event planning/conference planning and facilitation skills
- Experience convening high-level panels/policy dialogues
- Strong finance and organizational skills
- Demonstrated fundraising capability
- Excellent written and oral communication skills
- Strong interpersonal skills and flexible working style
- Self-starter with ability to manage time efficiently, meet deadlines
- Proven ability to effectively manage staff

Please send resume/CV and cover letter addressed to “Search Committee” to sidwashington1@aed.org. **Deadline: Friday, June 8, 2007.** Please reference “ED Application” in subject line.

Documents sent in hard copy will not be accepted. No phone calls please. Only finalists will be contacted

***Program Director, World Affairs Council of America,
Washington D.C.***

Organization:

World Affairs Councils of America

Location:

United States (Washington, DC)

Website:

www.worldaffairsCouncils.org

Compensation:

Competitive (based on education and experience)

Contact Information:

Brent Hessel

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.

Email:

brent@worldaffairscouncils.org

Fax:

202-833-4555

Description:

The position primarily consists of coordinating national programs with the 88 member Councils. To this end, the employee will establish and maintain relationships with Embassies, journalists, book publicists, speakers, authors and more in order to offer the most up to date network of possible speakers and presenters. In addition, the position requires working with affiliate organizations, such as think tanks, foundations, and non-profit organizations, in order to negotiate, create and implement national programs in conjunction with them. It is necessary to work closely with the staffs of the 88 member Councils, communicating via email, phone, as well as through Council visits. The job also requires the interviewing, hiring, and supervising of interns.

The World Affairs Councils of America hosts two large conferences annually, the National Conference and Academic WorldQuest, as well as some smaller events. All Directors participate in choosing themes, designing content, selecting and scheduling speakers, liaising with Embassies, hotels, and contract workers, and running the events.

As the organization has a relatively small staff, the position requires a measure of flexibility. The office encourages staff to keep one another informed at all times through staff meetings and personal communication; all staff are intimately involved with the overall management of the organization, including fundraising, grant writing and administration, budgeting, and decisions regarding policy and content.

Qualification:

Applicants must have at least a Bachelor's Degree as well as several years of relevant work experience.

Ideal candidates will have a Master's Degree or equivalent plus at least 2 years of relevant experience.

Experience should be in the areas of international relations, event planning, non-profit management, international education, fundraising, program development, negotiation, and other related fields.

Position: Project Coordinator, PBI Indonesia Project

Hours and duration: 2 year contract with option for full-time, permanent position

Location: Yogyakarta, Indonesia

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Duties of the Post:

Strategy/Monitoring/Evaluation

- Ensure participatory monitoring and evaluation of project objectives
- Collect and monitor team reports (log frame/strategy), and provide support to ensure objectives are met
- Compile monthly, quarterly, bi-annual and annual reports
- Provide timely and appropriate strategic support and direction to teams, staff and project
- Inform relevant committee members, coordinators, and teams of issues / changes as necessary.
- Assist the Finance & Fundraising Coordinators with the annual budget and the annual funding plan.
- Assure, with the Finance & Fundraising Coordinators, the flow of funds within the project

Communication

- Hold monthly team calls, providing input for major team decisions, political analysis and strategic planning
- Visit teams twice a year to support strategic development of activities, meet with PBI clients, conduct evaluations of PBI services, and provide support to teams as per team requests.
- Organise monthly Project Committee Conference Calls
- Organise and attend the Annual Face 2Face IP meeting, including logistics and preparations.
- Organise and attend the Annual in Country Summit, including logistics and preparations.
- Regularly contribute to the Project Committee Bi-Weekly Mail, and ensure that the "Decisions to be made" section is kept up to date.
- Maintain the contacts and email address lists for the IP (including distribution lists: BWU, PK, ERN, LoC)

- Receive and respond, or direct to appropriate entity project inquiries
- Monthly communication with PBI Country Groups and other PBI entities.
- Track the news/political situation and share relevant information with PBI Country Groups
- Coordinate publishing of in-country publications

Other responsibilities

- Manage extra PBI IP 'special projects' e.g. CG Speaking Tours, IP Documentary, Triennial Evaluation
- Conduct sessions in the pre-deployment training for incoming volunteers.
- Maintain an updated file and back up of all project files for future archiving
- Attend PBI International Council meetings as Indonesia Rep.

Qualifications:

Education and Experience

- Education in international relations, peacebuilding, or project management
- Previous project management, monitoring & evaluation experience, preferably in Indonesia or Asia
- Experience working in multi-cultural teams
- Knowledge of Indonesian political/human rights situation, including civil/military/intelligence structures
- Experience using security analysis tools in conflict situations
- Proven ability to work effectively in a multicultural environment and to establish effective and harmonious working relationships with civil society actors, diplomats, government officials etc.
- Experience working in the sector of human rights
- Experience using political analysis and conflict analysis tools
- Experience in volunteer recruitment and coordination

Key Competencies

- English language fluency (written and spoken).
- Knowledge of Bahasa Indonesia
- Excellent problem solving skills
- Understanding and commitment to PBI values of consensus, nonviolence, protective presence and elicitive peace building methods
- Strong communication skills, especially writing and public relations
- Team-building and interpersonal skills
- Adaptability, flexibility, and cultural sensitivity

- Computing and office management skills
- Strong stress management practices
- Experience with project budgeting and accounting

Compensation:

Salary Range: IDR 11,250,000 to 13,125,000 per month

Health insurance, 4 weeks holiday, accommodation and repatriation.

To Apply:

Send a cover letter, resume and references to pbi.hrc@gmail.com

Applications accepted through June 1, 2007

Education Specialist- Peace and Civics Education, Nepal

[United Nations Children's Fund \(UNICEF\)](#)

UN

Location: Nepal (Kathmandu)

Closing date: 31 May 2007

Job Description

UNICEF Country Office in Nepal invites application from International candidates for the following post:

Title: Education Specialist- Peace and civics education

Level: L4

Duration: Temporary Fixed Term (Initially for 12 months starting from 20 August 2007)

Location: Kathmandu, Nepal Country Office

Purpose of the assignment: At all stages working closely with the Ministry of Education including its relevant Departments, UNESCO and the Ministry of Peace and Rehabilitation to contribute to the development and implementation of the Peace Education Programme in Nepal

Reports to: Chief of Education Section

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Assigned activities

PHASE 1: RESEARCH BACKGROUND MATERIAL

1. Assess available literature and background documents
2. Review the work done previously in the area of Peace Education
 - a. assess the extent to which the Peace Education proposed curriculum covers conflict resolution and peace building skills in the context of Nepal;
 - b. assess the gaps regarding conflict resolution and peace building skills, in order to incorporate these gaps in the Peace Education Module/s;
 - c. assess what skills need to be reinforced to a greater degree in the Peace Education Curriculum.
3. Liaise with all partners in this area, including UN Agencies, Mission and NGOs to bring all on board to one plan re Peace Education-helping the MOES form a steering committee and building on the Peace Network already formed as required
4. Develop a work plan with all relevant partners to determine scope and sequence of curriculum in formal and non-formal education program, incorporating curriculum materials already developed for Nepal, and identify roles and responsibilities in the curriculum development process.

PHASE 2: CURRICULUM DEVELOPMENT FOR FORMAL AND NON-FORMAL SETTINGS

1. Coordinate and oversee the development of the Nepal context based curriculum, which should include budget items and be reflected in the UNICEF AWP
2. Work with all partners in the development of context based curriculum
3. Work with MoES to incorporate modules into standard curriculum
4. Assemble advisors/master trainers to review curriculum and participate in mock field testing.
5. Coordinate the field testing primary and secondary lessons in formal and non formal settings
6. Coordinate the revision of curriculum based on field testing.

PHASE 3: ROLL OUT and Monitoring and evaluation

1. Work with NCED for the teacher training development
2. With NCED, design teacher training for roll out
3. Oversee development of roll out work plan
4. Monitor and evaluate roll out
5. Evaluation – by December 2008

In addition the candidate should be prepared and able to contribute to the education in emergencies aspect of the UNICEF education programme. And be prepared to include a civics education dimension to the programme if deemed necessary.

Minimum QUALIFICATIONS AND COMPETENCIES required to perform the duties of the post:

(a) EDUCATION: Advanced university degree in Social Sciences or a related technical field.

(b) WORK EXPERIENCE:

Eight years progressively responsible professional work experience at the national and international levels in programme planning, management, monitoring, and evaluation, in a related field.

Demonstrated experience in developing peace, civic, and human rights education curriculum materials and programs, some in post-conflict environments

Knowledge of the theory and practice of conflict resolution and conflict management

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Knowledge of and experience in education in emergency preparedness and response in international settings

Experience in designing and implementing teacher training for pre-service and in-service teachers

Demonstrated experience in working with ministries of education and other government partners to achieve policy

c) LANGUAGES

Fluency in English and another UN language required.

Knowledge of the local working language of the duty station is an asset.

(d)COMPETENCIES

Current knowledge of the latest developments and technology, in the field.

Proven ability to conceptualize, develop, plan and manage programmes, as well as to impart knowledge and teach skills.

Leadership and teamwork abilities.

Good analytical, negotiating, communication and advocacy skills.

Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.

Computer skills, including internet navigation and various office applications.

Vacancies Contact

E-mail: nphrvacancy@unicef.org

Reference Code: RW_7389JQ-88