



WIIS Women In International Security

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Employment Opportunities (U.S)

Program and Communications Associate, Israel Policy Forum, New York, NY

Deadline:

April 3, 2015

Position Description:

Israel Policy Forum (IPF) is seeking a Program and Communications Associate to work closely with the Executive Director and Board of Directors, in support of the organization's program, advocacy and developmental needs. IPF is seeking a Program Associate to support the administrative needs of the Executive Director. The Program Associate will also be responsible for managing IPF's communications, editing and proofreading content, and conducting policy research. The position would offer the successful applicant an opportunity to play an active role in contributing and implementing IPF's strategy and vision going forward.

Qualifications:

In addition to strong research and writing skills, the successful candidate will have strong organizational skills and an understanding of the Israeli-Palestinian conflict, U.S. Mideast policy, and the American Jewish communal landscape. Strong communication skills and an overall "can-do" attitude are critical to provide support to all aspects of the organization's growth. The successful candidate must be passionate about the mission of IPF and be able to promote the goals of the organization. A BA/BS is required in a related field; 1 year of experience working with political, communal, media, and/or public policy institutions is desired.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

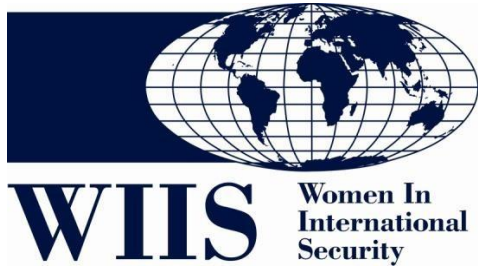
Gender Specialist – Egypt, ACDI/VOCA, Washington, D.C.

Deadline:

April 5, 2015

Position Description:

We are currently seeking a Gender Specialist for an anticipated multiyear, USAID-funded agribusiness project, The Food-Security and Agribusiness Support (FAS) activity.



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Responsibilities:

- Assess ways in which program design and operations integrate gender into all phases of the program cycle so as to (a) promote gender equity in access to program inputs, outputs and outcomes; (b) capture gender-specific inputs, outputs and outcomes of the program; and (c) meet strategic and practical needs of women and men.
- Identify programmatic and operational constraints and corresponding opportunities for gender integration, gender equity and gender sensitivity in the program organizational structure, design and operations.
- Develop a gender integration plan with specific and practical recommendations on how to integrate gender in the organizational structure, program design and operations. The plan should address all project components and objectives and all organizational departments; and it should be responsive to constraints listed under the problem statement of the scope of work and other constraints identified in the assessments.

Qualifications:

- Advanced degree in sociology, anthropology, gender relations or other relevant degree
- Minimum 6 years of work experience providing gender program analysis and gender target support
- Clear understanding of gender relationships within the region required
- Proven skills in developing and conducting trainings
- Proven skills in designing and conducting interviews and focus groups
- Strong verbal and writing skills in English required

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

International Affairs Researcher, Belfer Center for Science and International Affairs, Harvard University, Cambridge, MA

Deadline:

April 6, 2015

Position Description:

We are seeking candidates to fill two roles:



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The **Research Associate** position requires a seasoned individual with management experience who will conduct in-depth research on international security issues while supervising the collaborative activities of a small research team. The Associate helps the director of the Center find ways to capitalize on our interests and competences across major programs and projects. The Associate also plays a key role in developing research products, including policy memos, op-eds, journal articles, and book chapters.

The **Research Assistant** role requires an outstanding researcher who will support the Belfer Center's research agenda on issues including but not limited to nuclear terrorism, nonproliferation, US foreign policy, economic issues, defense and intelligence policy, and the US-China relationship. As part of a 4-5 person team, the Research Assistant plays a key role in developing research products, including policy memos, op-eds, journal articles, and book chapters.

Qualifications:

- **Research Associate:** This person must have excellent writing skills and experience writing in a variety of styles and formats, such as for journals, op-eds, memos, and speeches. The Research Associate will have completed a master's degree with high marks and have proven experience in a managerial role.
- **Research Assistant:** A master's degree is preferred, but we will consider mature bachelor's-level candidates with extraordinary academic or professional backgrounds.
- All candidates should have outstanding writing and research skills, a demonstrated ability to work with minimal supervision under tight deadlines, and strong interpersonal skills.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Youth and Gender Specialist – Southern Africa, ACDI/VOCA, Washington, D.C.

Deadline:

April 9, 2015

Position Description:

We are currently seeking a Youth and Gender Specialist for the anticipated USAID-funded Southern Africa Trade and Investment Hub Program. The project's primary focus will be to provide expert technical assistance to help farmers and firms, through private sector associations, to efficiently meet market requirements of quality and volume and succeed in the regional and international market place. To achieve this objective, technical components



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will include improving the enabling environment for regional trade; enhancing the integration and competitiveness of regional value chains; and increasing international and regional trade.

Qualifications:

- A university degree in sociology, gender studies, economics, agriculture economics or a related field required.
- Five years or more of progressively responsible work experience demonstrating experience conducting youth and gender analysis and gender integration programming, including with on-the-ground participatory approaches to research.
- Understanding of USAID's youth, gender, and value chain techniques and approaches.
- Experience with USAID-funded projects preferred.
- Strong English language written and oral communication skills are required.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Policy Analyst – National Security Project, Bipartisan Policy Center, Washington, D.C.

Deadline:

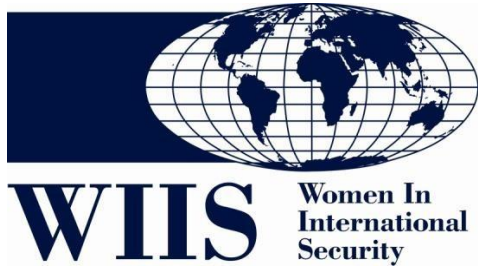
April 10, 2015

Position Description:

BPC is currently seeking a Policy Analyst for the organization's National Security Project (NSP). The project brings together ideologically diverse, high-level experts to develop consensus on robust and realistic recommendations that address leading foreign policy and homeland security challenges.

Qualifications:

- Strong research ability – general intellectual curiosity and familiarity with global issues is more desired than any specific area of expertise;
- Ability to communicate clearly and effectively, particularly in writing;
- Ability to multi-task on numerous projects, large and small, in both collaborative and independent situations;
- Strong team player;
- At least 2 years of work experience and/or a graduate degree is preferred;
- Must have completed a four-year undergraduate degree in a related field.



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How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Intelligence Operations Specialist, U.S. Department of Defense, Arlington, VA

Deadline:

April 13, 2015

Position Description:

See posting for description.

Qualifications:

See posting for details.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Program Assistant, The Asia Foundation, Washington, D.C.

Deadline:

April 15, 2015

Position Description:

Under the direction of the Associate Director, provides administrative, program and logistical support to the Washington office.

RELATIONSHIPS:

- Daily interaction with Director, Associate Director, Theme Directors, Program Officers, Finance and Grants Administrator, and San Francisco staff; frequent communication with field staff on programs.
- Contact with Washington-based specialists in relevant program fields for exchange programs, consultants and TAF/Washington programs; contact with Washington-based institutions for event planning and information; participation and note taking at meetings with Washington policy community; contact with area hotels and event vendors; responds to external inquiries regarding Foundation programs.

Qualifications:

Experience:



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At least two years of administrative work experience in supporting program and policy-related activities and event-planning functions; knowledge of office procedures and equipment; knowledge of word processing, database, and spreadsheet software. Experience with social media and myemma marketing software preferred. Work experience in an international development organization, non-profit, or government office, particularly those focused on Asia, also a plus.

Education:

Bachelor's Degree, preferably in the social sciences, international relations, Asian studies, or other similar concentration.

Other:

Exceptional organization skills; outstanding interpersonal, oral and written communication skills; ability to gracefully handle multiple tasks simultaneously and meet all deadlines; ability to work independently and under pressure, as well as part of a team and with diverse staff; demonstrated initiative and creative problem-solving skills; knowledge of and interest in Asia and related policy issues preferred; experience living or working abroad preferred; knowledge of innovative website and media applications preferred; experience coordinating high-profile events and conferences a plus.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Training Instructor, US Department of State, Arlington, VA

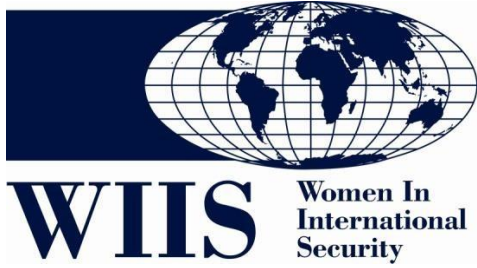
Deadline:

April 16, 2015

Position Description:

The incumbent will serve as Chair for the creation and implementation of Foreign Service Institute's "Diplomatic Mastery" program with responsibility for all specified training and guidance for the Department of State, and is under the general supervision of the Division Director. The Diplomatic Mastery program is designed to provide newly hired Foreign Service Officers and select others with a solid foundational knowledge of key historical factors and current global trends that affect U.S. foreign policy.

The incumbent will have experience developing and delivering content and skills-building using cutting-edge distance learning methodologies as well as in a classroom environment. As a professional academic and expert in the field of U.S. diplomacy and foreign policy, the incumbent ensures that all training and guidance offered in the Diplomatic Mastery



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program meet the needs of Department of State personnel and, to the extent possible, those of the larger U.S. foreign affairs community. The incumbent reflects scholarly and professional standards of objectivity, accuracy, and critical acumen.

Qualifications:

Applicants must have 1 year of specialized experience equivalent to the GS-13 level in the Federal service which demonstrates a practical knowledge of the subject area of the position and of the methods and techniques of instruction to successfully perform the duties of the position.

Qualifying specialized experience must demonstrate the following:

- Experience in the study of U.S. diplomacy (or related topics such as: foreign affairs, international relations, diplomatic history, national security studies, and related social science disciplines);
- Experience in curriculum/course design, development, and delivery in the topic of U.S. diplomacy (or related topics such as: foreign affairs, international relations, diplomatic history, national security studies, and related social science disciplines);
- Experience in teaching both in classroom and on-line, distance learning environments, using cutting-edge technologies and methodologies.
- Knowledge and expertise with curriculum development and course design.
- Knowledge of, and experience in, the realm of Foreign policy / international affairs.
- Skill in Teaching, Training and Pedagogy in adult education in classroom and on-line.
- Ability to communicate orally.
- Ability to communicate in writing.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Analyst in U.S. Defense Policy and Budget, Library of Congress, Washington, D.C.

Deadline:

April 20, 2015

Position Description:

The Congressional Research Service (CRS) Foreign Affairs, Defense, and Trade (FDT) Division is seeking an Analyst in U.S. Defense Policy and Budget to track and analyze policy



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issues related to U.S. defense policy and budget, especially interrelationships with key aspects of national security policy and the legislative and executive budget process.

The analyst will provide objective, expert policy analysis and consultation to congressional committees, Members, and staff, including preparing objective, authoritative, non-partisan, and innovative analytical studies on policy issues of national or international significance; providing personal assistance as a national expert on public policy issues throughout the legislative process, including analyzing and evaluating legislative proposals; and planning and leading multi-disciplinary team research projects and seminars.

Qualifications:

Applicants must also have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- Knowledge of U.S. defense policy and budget**
- Ability to analyze public policy issues**
- Ability to design and utilize research and analytical methods and techniques**
- Ability to write in a public policy context**
- Knowledge of congressional decision making
- Ability to convey analysis and information orally through briefings, consultations and other presentations
- Ability to work collaboratively with others
- Ability to build and maintain a professional network.
- Ability to exercise objectivity in all phases of analysis and consultation
- Ability to exercise judgment and discretion
- Ability to work effectively in a high pressure environment
- Ability to communicate orally
- Ability to lead people and tasks effectively

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Professor of Strategic Studies/War Studies, U.S. Naval War College, Newport, RI

Deadline:

April 24, 2015

Position Description:



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The U.S. Naval War College, Newport, RI, invites applications for an anticipated faculty appointment, open with respect to rank, in the Strategy and Policy Department. The Department seeks candidates with scholarly attainment/potential, teaching experience, and particular expertise in the fields of war studies, international relations, international security affairs, political economy, regional studies, diplomatic and international history, or naval and military history. The Department particularly encourages applications from candidates with expertise in cyber warfare and strategy, the Greater Middle East and North Africa, and eastern Europe/Russia. This position is subject to final approval of funding. Responsibilities include teaching/developing courses in strategy, conducting research, engaging in other service of benefit to the College, and participating in outreach activities. The candidate will also participate in the College's new Advanced Studies in Naval Strategy Program, designed to develop officers skilled at formulating, developing, and executing strategy in order to fill key positions in Navy, Joint, and high-level political staffs. Anticipated starting date is August 2015.

Qualifications:

Candidates should have a Ph.D. or have defended their dissertation at the time of appointment. Teaching experience is highly desirable. Rank will be determined at time of appointment commensurate with teaching experience and publications. Applicants should submit a letter of interest, curriculum vitae, and three letters of reference. If the candidate has current or previous military service, please include rank and dates of service. Applications must be received by close of business on 24 April 2015. Reference Vacancy Announcement #Strategy-01 in application.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

ASP Program Assistant, Coalition for the International Criminal Court, New York, NY

Deadline:

May 1, 2015

Position Description:

From **1 September to 18 December 2015**, the CICC is looking for an enthusiastic consultant who is interested in assisting in the coordination of an international conference and contributing to the work of one of the world's largest NGO networks. While the position is based in New York, the Program Assistant will be flown to The Hague the week before the conference begins and stay for the entirety of the conference. All expenses will be covered by the CICC.



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Overseen by the Regional Programs Liaison and the Program Associate, the ASP Program Assistant will be charged with handling NGO accreditation (i.e., civil society access to the Assembly), assisting with logistics, and accurately documenting all financial preparations for the ASP. The Program Assistant will also assist in liaising with civil society members from across the world. This position is ideal for an entry-level candidate who is looking to break into the human rights/international justice field, and gain experience with practical NGO work.

Qualifications:

- Fluency in English; fluency in French is **highly preferred**; proficiency in Dutch is an added bonus
- At least an undergraduate degree related to International Relations, Political Science, Law and/or other relevant fields;
- Attention to detail;
- Organizational and administrative skills, prior experience preferred;
- Effective team player with the ability to work in a multicultural environment;
- Resourceful and proactive attitude;
- Ability to handle high-pressure situations well;
- Ability to multitask while meeting deadlines;
- Experience in the field of Human Rights and/or International Justice.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Program Associate, American Political Science Association, Washington, D.C.

Deadline:

May 15, 2015

Position Description:

The American Political Science Association (APSA) seeks candidates for the full-time position of Program Associate of Academic and Professional Development Programs. This position would support political science departments, faculty and students through APSA's departmental services, professional development, and education programs. This position would contribute creative and innovative ideas to these programs and implement activities, events, and programs to the benefit of APSA members and political scientists. S/he provides administrative and programmatic support for the programs and their relevant committees.



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Qualifications:

- Bachelors in political or social science required, Masters preferred
- Minimum of two years of experience in teaching, professional development, or related program coordination
- Knowledge of contemporary issues and trends in higher education, teaching, assessment, and professional development is essential
- Strong executive administrative skills, including scheduling, coordinating meetings and events, and providing information as needed
- Demonstrable excellence in written and oral communication
- Ability to work independently and in teams
- Professional and collegial manner
- Excellent organizational skills and capacity to multitask, assess priorities and deliver on-time results in a fast-paced and changing environment
- Ability to maintain confidentiality while working on sensitive tasks

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Research Assistant – China Specialist (Term), The RAND Corporation, Washington, D.C.

Deadline:

Posted on March 19, 2015

Position Description:

RAND seeks a highly motivated research assistant to work with our research staff on a number of China-related projects in a variety of areas, with an emphasis on national security issues. Research assistants work directly with and under the guidance of RAND researchers. Responsibilities will involve collection of information in Chinese and English using public and proprietary sources; preliminary reduction and analysis of this information; and, over time, preparation of draft documents and presentations.

Qualifications:

- Candidates must have advanced Chinese reading skills, demonstrated on a RAND-sponsored language test.
- Familiarity with Microsoft Office applications (Word, PowerPoint, Excel) is required. Knowledge of quantitative applications (SAS, SPSS, STATA, etc.) or programming skills (C++, R, Java, SQL etc.) is desired.



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- Preference given to those applicants that hold an active US government security clearance. Those without security clearances should be eligible for a clearance, which requires US citizenship, and willing to go through the security clearance process.
- Bachelor's or Master's degree in China Studies, International Relations, Political Science or a related degree.
- 0-2 years of related experience

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

World Editor, ThinkProgress, Washington, D.C.

Deadline:

Posted on March 19, 2015

Position Description:

American Progress has an immediate opening for a Washington, D.C.-based World Editor to work with the team that produces ThinkProgress.

Responsibilities:

- Cover developments in international news for ThinkProgress by both building on previous coverage and conducting original reporting.
- Build relationships with sources in the diplomatic, government, security, and intelligence communities.
- Report from political and policy events in Washington, D.C., and beyond.
- Edit content from the World Reporter, interns, and contributors.
- Other research and reporting projects as assigned.

Qualifications:

- Strong research and writing experience.
- Editing experience.
- Familiarity with foreign policy, politics, current events, and the relevant experts.
- Broad interest in international affairs and national security.
- Familiarity with ThinkProgress and the debates among the foreign policy and progressive communities.
- Ability to work in a fast-paced environment.
- Ability to quickly respond to news developments.
- Bachelor's degree.



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- Knowledge of HTML, Photoshop, RSS, social media, and social-media monitoring services helpful but not required.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Special Assistant to the President, United States Institute of Peace, Washington, D.C.

Deadline:

Posted on March 20, 2015

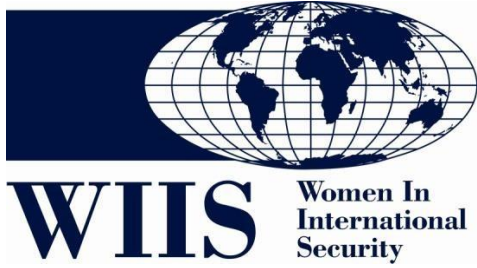
Position Description:

The Special Assistant to the President focuses on ensuring comprehensive Executive Office oversight of Institute activities, as well as being responsible for coordinating a wide range of mission critical administrative and executive tasks.

Qualifications:

- Applicants must be U.S. citizens or nationals of countries listed in a U.S. Collective Defense Arrangement per the Department of State.
- Bachelor's degree is required.
- Master's degree in a related field highly desirable.
- Minimum of six years of combined experience in an allied organization required – U.S. government, NGO, inter-governmental or public policy related-work.
- Minimum of four years substantive experience in international relations or public policy.
- Strong interpersonal and communication skills, and previous experience working to support senior executives.
- Knowledge of the Microsoft Office suite (Microsoft Word, Excel, PowerPoint and Outlook), and databases and/or data management tools.
- Must have excellent research and writing ability, strong organizational skills, and ability to work independently yet collegially.
- Ability to perform responsibilities in a mature, responsible manner, make decisions that are in the best interest of the Institute and exhibit grace under pressure.
- Attentive to detail.
- Capacity to prioritize, manage multiple projects simultaneously, and follow-through required.

How to Apply:



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Find more information about requisite qualifications and the application process [here](#).

Director – South Asia Center, Atlantic Council, Washington, D.C.

Deadline:

Posted on March 23, 2015

Position Description:

The Atlantic Council is seeking a dynamic, entrepreneurial, thought leader and manager to take Washington, DC's "go to" think tank for South Asia to the next level. With the impending departure of the founding director, the Atlantic Council is seeking a director who will continue to build the center, deepen its body of work, and enhance its impact on the most important challenges and opportunities in the greater South Asia region, including the sub-continent, Iran, Afghanistan, and Central Asia. The next director has the opportunity to build on the center's original aim of Waging Peace to sustaining development and stability, while also exploring the implications of the region's rise as an increasingly global actor.

Qualifications:

- A minimum of 20 years relevant work experience in South Asian affairs and/or other relevant areas within government service, the private sector, non-governmental organizations, and/or academia;
- Master's degree or doctorate in a relevant field is highly desirable;
- Significant expertise and interest in the South Asia region with a strong and current network in Washington, South Asia, and Europe among government, business, and civil society;
- Significant experience in private sector and governmental decision-making processes and policy development.
- Extensive experience in program management and business development, preferably in an entrepreneurial environment;
- Superior writing and communication skills and a willingness to experiment in outreach methods;
- Excellent organizational and management skills; must be able to juggle multiple tasks and prioritize appropriately.
- Excellent people skills; must be able to manage fellows, staff, and interns, and work well with colleagues, senior Council staff, and external officials and partners.
- A track record of significant work and leadership in high-level positions with either the government and/or private sector.
- Foreign languages; must be able to read or to speak one or more major South Asian languages.



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How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Deputy Senior Advisor, Crime and Violence Prevention, Creative Associates International, Washington, D.C.

Deadline:

Posted on March 23, 2015

Position Description:

The Deputy Senior Advisor will be a key member of the CVP team with responsibility for assisting with the implementation of existing projects and the development and the management of the firm's worldwide crime and violence project portfolio. Additionally, the incumbent will carry out representational functions, lead the planning and preparation of selected proposals, manage and/or oversee other selected projects, and manage client relations in Washington, D.C. and the field.

Qualifications:

- Master's degree in Public Health, Sociology, Public Policy, International Relations or other related discipline and a minimum of 15 years of professional experience working in the domestic arena with 5 years of international development arena preferred;
- Expertise in crime and violence prevention best practices and methodologies in transitional and post-conflict environments;
- Demonstrated ability to work and communicate with client representatives and senior government officials in conflict and post-conflict countries;
- Experience managing and coaching a project team composed of technical experts and administrative staff in the home office and the field;
- Proven ability to lead and manage team efforts, supervise staff, and manage time and work load;
- Strong project and grants management and budget or financial management experience;
- Excellent speaking, writing and analytical skills;
- Strong regional expertise in one of the following regions: Latin America, MENA, Africa;
- Strong negotiation skills; and
- Proven experience in proposal writing and project design.

Desired Skills & Qualifications

- Strong interpersonal skills, particularly in multi-cultural environments;



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- Evaluation and/or facilitation skills;
- Verbal and written fluency in a Spanish, Arabic, or French.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

**Director of Government Relations, The U.S. Global Leadership Coalition,
Washington, D.C.**

Deadline:

Posted on March 23, 2015

Position Description:

The U.S. Global Leadership Coalition (USGLC) is seeking an experienced Director of Government Relations to lead its efforts to amplify the importance of America's global leadership and the effectiveness of U.S. international affairs programs. The USGLC works to educate and inspire support from the American public and policymakers for a strong and effective International Affairs budget. The Government Relations Director, a member of the senior management team, will lead a talented team responsible for USGLC's outreach to Capitol Hill and relevant agencies within the Executive Branch. The position will report to the Executive Director and reside in Washington, D.C.

Qualifications:

Given the importance of building and growing Congressional support for the U.S. International Affairs budget and programs, this position requires at least 10 years' experience in government relations, including a deep knowledge of Capitol Hill and some foreign policy background, particularly in global development issues. An understanding of the Federal budget process, along with excellent communication and interpersonal skills, is required. Congressional and campaign experience is highly desirable. Limited travel is expected.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Intelligence Analyst 3, Northrop Grumman, Fairfax, VA

Deadline:

Posted on March 23, 2015



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Position Description:

Realize the rewards of conquering a new challenge... The qualified applicant will become part of Northrop Grumman's Information Systems team in our Northern Virginia location. This Intelligence Analyst will conduct all-source research and analysis on military forces, insurgent forces and violent incidents in assigned area of responsibility to support intelligence products for national-level policymakers. Complete ad hoc and structured long-term queries against classified and unclassified databases and message streams. Develop in depth knowledge of subject insurgent forces' key personnel, goals, structure, manpower, equipment, targets, training, dispositions, and other factors. Based on the information obtained, create and maintain a detailed database and records supporting documentation, including evidence abstracted from classified and unclassified reporting, as well as analytic judgments. Develop collection requirements and evaluate intelligence reports. Work closely with supported team in responding to ad hoc tasks related to insurgent force research. Establish and maintain working relationships with counterparts in the Intelligence Community. Perform CONUS/OCONUS travel as necessary. Arabic reading skills to conduct research in Arabic language sources is not required but a plus.

Qualifications:

- Bachelor's Degree in foreign area study, International Relations, Political Science, History, National Security Studies, or similar/related field and a minimum of 5 years of related experience or an additional 4 years of related experience may be considered in lieu of degree.
- Proven military research and analysis with conventional and paramilitary forces.
- Ability to update and manipulate data using Microsoft Excel.
- Ability to work with the customer and corporate teams in a collaborative analytic environment.
- Active/Current TS/SCI with Polygraph clearance is required.

Preferred Qualifications:

- Familiarity with Northern Africa region security issues

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Manager of Operations and Global Education Programs, WorldBoston, Boston, MA

Deadline:

Posted on March 26, 2015



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Position Description:

The Manager of Operations and Global Education Programs oversees WorldBoston programs serving our local community, which includes business, academia, young professionals, high school students, local diplomats and foreign representatives, and internationally-minded individuals throughout the region. Global Education responsibilities include creating and managing 30+ speaker events annually, overseeing WorldBoston's flagship youth program Academic WorldQuest, and working with partners to co-host numerous other events throughout the year. This work involves researching compelling topics, recruiting expert speakers, securing venues, and building audiences. Responsibilities also include drafting grant proposals for existing and future global education-focused programs, and implementing them as necessary.

Qualifications:

- Superior attention to detail and high motivation for outstanding performance
- Initiative and interpersonal skills
- Ability to attract and interact well with participants and stakeholders from diverse local and international communities
- Excellent written and verbal communication skills
- Proficiency in Word, PowerPoint, Excel (required); experience with WordPress, QuickBooks, and/or Photoshop a plus
- A bachelor's degree in communications, international affairs, nonprofit administration, or related field
- At least 2-3 years of professional experience; examples of relevant experience include, but are not limited to, community outreach, organizing events, and small office management, including management of interns
- A passion for international affairs and nonprofit excellence
- Personal goals to grow and take on new responsibilities in a small team atmosphere

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Program Assistant – Eurasia, National Endowment for Democracy, Washington, D.C.

Deadline:

Posted on March 26, 2015

Position Description:



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- Providing support for considering and awarding grants to nongovernmental organizations working on democracy-building programs in Russia and the Eurasia region;
- Maintaining accurate information on proposals and current projects in a database;
- Providing general administrative support, such as tracking expenditure of funds, preparing documents for senior staff to review, copy editing;
- Researching information as requested by the Senior Director and Program Officers about potential grantees and current developments in the region;
- Assisting the Program Officers with general administrative duties;
- Coordinating administration and information exchange between regional grant-making staff and other departments of the NED;
- Helping to organize meetings, roundtables and other events.

Qualifications:

- Bachelor's degree in relevant field (international relations, history, political science or area studies relevant to Russia and Eurasia.);
- Strong Proficiency in Russian;
- Strong written and oral communications skills in English and Russian;
- Knowledge of the political and social issues in the Eurasia region;
- Administrative support experience;
- Attention to detail and the ability to multi-task;
- Proficiency in Microsoft Office;
- Authorization to work in the US (non-US citizens must possess work authorization that does not require employer sponsorship for a visa);
- The start date for this position is June 1, 2015 or as soon as possible thereafter.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Executive Vice President, United States Institute of Peace, Washington, D.C.

Deadline:

Posted on March 30, 2015

Position Description:

The Executive Vice President (EVP) is the second-ranking officer of the Institute. He/she works closely with the President and CEO of USIP, a bipartisan Board of Directors appointed by the President of the United States, professional staff located in Washington, DC, and overseas, to lead, manage, and integrate all aspects of the organization's work. The EVP has



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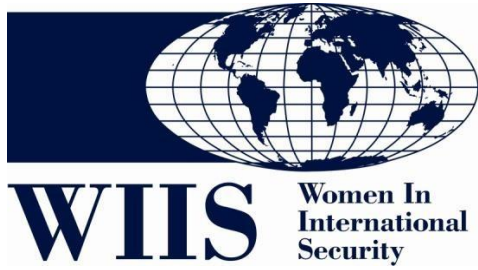
the primary responsibility for internal management of the Institute with specific oversight of the substantive activities that define USIP's work in the field and synchronizing those activities with organizational strategy. As a member of the Institute's Executive Committee, the EVP works with other Vice Presidents to assure that managerial structures, policies, systems and procedures keep pace with the needs of a dynamic organization.

Qualifications:

- Applicants must be U.S. citizens or nationals of countries listed in a U.S. Collective Defense Arrangement per the Department of State. To see a list of those countries, go to <http://www.state.gov/s/l/treaty/collectivedefense/index.htm>.
- Comprehensive knowledge of the workings of the Federal government, the non-government organization (NGO), policy research organizations, or inter-governmental organizations required. Prior Federal employment is not required, and some NGO or other non-Federal experience is desirable.
- Master's degree or equivalent experience in the international field required.
- Ten or more years of management and/or leadership experience.
- Ten or more years of experience working in fast-paced, lively, entrepreneurial work environment.
- Strong general management skills, including management of teams and complex projects.
- Experience with development and deployment of strategic plans, operating plans, and budgets.
- Superior communication skills, both written and oral, required.
- Experience supporting international operations a plus.

REQUIRED ABILITIES

- Personal commitment to the Institute's vision and mission and to the achievement of its full potential as a positive force for peace in a dangerous and uncertain world.
- An accomplished leader known and respected in the international field with a record of successful accomplishments.
- Exceptional judgment with a personal sense of motivation for quality outputs.
- Mature management skills, including a general capacity to organize and motivate teams while working in the best interests of a public institution.
- Individual leadership ability and a personal commitment to public service, excellence and professionalism.
- Demonstrated understanding of complex foreign policy and national security issues and U.S. interests.
- Breadth of experience managing complex organizations and operational activities, and the ability to integrate decisions into a coherent effort to achieve clear strategic goals.



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- Highly developed interpersonal and team-building skills, a well-developed capacity to listen, and a collegial personal style combining integrity and decisiveness.
- Strong institution-building skills and instincts.
- Excellent communication skills, both written and oral.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).



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Employment Opportunities (International)

Director Citizens and Diaspora Organizations Directorate (CIDO), D1, African Union, Addis Ababa, Ethiopia

Deadline:

April 5, 2015

Position Description:

The Director is a member of the Senior Management Group, in the capacity of a strategic institutional partner, policy advisor, and a supporter of change management and performance improvement. The Director also participates in the deliberations Policy Organs, the Commission and other governing bodies as required. The mandate of the Directorate is to manage and coordinate AU engagement with the wider African society and to establish a 'people-oriented' African community predicated on popular participation and partnership with all segments of civil society, in particular, youth, women and the private sector in order to strengthen solidarity and cohesion among African people and to serve as a vehicle for achieving this objective.. Accordingly, it solicits and locates civil society and Diaspora activities and concerns in the wider AU policy frameworks, galvanizes them in development and support of AU activities, integrates them in policy programmes and advocacy efforts and associates them with decision-making processes. The Department is considered an integral part of the AU policy decision making process and its commitment to the concrete involvement of Civil Society and Diaspora groups in the enterprise. The crucial role of CIDO is therefore to advocate, coordinate, harmonize and monitor the process of implementing the AU's integrated vision for Africa with the commitment to address civil society integration challenges and opportunities.

Qualifications:

Educational Qualifications

Candidates must have at least a Master's Degree in Political Sciences, Social Sciences, Law, Education, Sociology and Anthropology. Master in Engineering or Sciences with relevant apprehension and experience in the field of social integration, diplomacy and international negotiations may also be considered. Experience in any of the thematic areas of CIDO will be an added advantage.

Work experience



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Candidates must have at least 15 years of progressively relevant working experience in the area of civil society participation, diaspora, gender, integration, education, international negotiation and capacity building of which at least 10 years should be at senior management level. Experience in International working environment is mandatory.

Other relevant skills

- Integration Leadership
- Expertise on social, political and economic issues
- Excellent drafting and reporting skills;
- Strong communication and reporting skills with internal and external stakeholders
- Good planning and organizational skills;
- Excellent negotiation skills
- High Professional Ethics
- Must be computer literate.

Language requirement

Proficiency in one of the AU working languages (English, French, Arabic and Portuguese) is a must. Knowledge of one or all of the other working languages would be an added advantage.

See job posting for additional qualifications.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Regional Political Analyst, EUSR for the Horn of Africa, Nairobi, Kenya

Deadline:

April 5, 2015

Position Description:

The Political Analyst will be based in the EUSR Regional Office in Nairobi and will be reporting on a day to day basis to the EUSR Regional Political Coordinator. His/her main tasks will be to provide political analyses and recommendations on issues pertaining to the mandate of the EUSR with a specific focus on radicalization and extreme violence in the area countries bordering the Southern Red Sea and Indian Ocean.

Qualifications:

- The candidate must be an EU national;



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- Excellent knowledge of the Horn of Africa its political dynamics and issues related to radicalization, Political Islam and violent extremism;
- Several years working experience in this field for relevant organizations and/or governments;
- Ability to work in a multicultural environment and travel in high risk areas;
- Capacity to work within a motivated team and carry out their duties autonomously;
- Knowledge of Arabic and/or Somali, or Kiswahili is an asset.

Additional requirement:

- EU Security Clearance at Level Secret required (Security-related work package).
- NATIONAL Security Clearance at Level Top Secret desirable (Intelligence- and Liaison-related work package).
- The candidate must be eligible to obtain the required security clearance, and will be required to present a valid certificate from the country of permanent residency upon employment.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

**Campaigns Manager Safe Cities, ActionAid International, Nairobi, Kenya
Johannesburg, South Africa, or Monrovia, Liberia**

Deadline:

April 7, 2015

Position Description:

We are now recruiting a Campaign Manager to lead the strategic development, coordination and delivery of our Safe Cities For Women Multi-Country Campaign (MCC). As Campaign Manager you will take responsibility for the effective delivery of clearly identified external and internal objectives and outcomes for the campaign over a 5 year period. This will mean coordinating contributions and skills from ActionAid countries and across the International Secretariat to harness the power of our Federation behind the MCC. This will involve facilitating a diverse cross-functional and multi-country Campaign Project Team to develop and deliver strategy. You will also ensure the Women's Rights community at country level contributes and participates as well as make sure feminist values and language are included in implementation activities. You will also play a key role in working with the International Campaign leadership team in rolling-out our Campaign Strategic Framework.

Qualifications:



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You must have a relevant degree or equivalent experience and have excellent written and spoken English. You will have substantial campaigning experience, ideally on an international level and gained in implementation and strategic roles. You understand how to influence political structures and decision makers, and can demonstrate strategic knowledge of the global political landscape. You will have worked in coalitions and are skilled at alliance building and networking. An effective project manager you can communicate at all levels and enjoy working in a collaborative way.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

International Consultancy to Develop a Compendium of Good Practices, UN Women, Remote Location

Deadline:

April 8, 2015

Position Description:

The objective of this consultancy is to conduct further analysis and documentation on the good practices which have been selected for inclusion in the Compendium. It is expected that the work will be shared between two consultants, and the work will be divided equally between them. The consultants will work under the supervision of the Training and Capacity Development Specialist and alongside the CoP Consultant who will manage the overall research process and development of the Compendium. However, the consultants will be expected to work independently and conduct the research effectively and autonomously. They will also be required to work together, meeting regularly to discuss their progress and any issues arising. The CoP Consultant will provide preliminary research questions for the overall process and each good practice, but the consultants will also be expected to develop further questions and design an appropriate research programme in close consultation with the CoP Consultant and the TC.

Qualifications:

Education

- Masters level or equivalent in social sciences, international development studies, gender studies, or related fields.

Experience:

- Minimum of 2 years of work experience;
- Proven experience in conducting independent research;
- Good knowledge of gender equality policies and issues;
- Some understanding of training for gender equality;



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- Ability to work independently and manage time and deadlines successfully;
- Strong written and communication skills.

Language:

- Excellent skills in oral and written English and Spanish required;
- Knowledge of French and/or Portuguese is an asset.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Director of Programming and Training (Overseas), US Peace Corps, International Locations

Deadline:

April 9, 2015

Position Description:

The Director of Programming and Training provides assistance to the Peace Corps Country Director in the administration of the Peace Corps program providing oversight, supervision, and support to Peace Corps staff and Volunteers in the development, management, and evaluation of projects and training. The incumbent is responsible for ensuring the maintenance of quality programming and training consistent with the interests of the host country government and Peace Corps policies and priorities; and providing administrative and technical assistance for the Volunteers and serving as primary contact for programming and training requirements and procedures.

Qualifications:

See posting for list of qualifications.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Consultant – EU Policy Evaluation, Centre for Strategy & Evaluation Services (CSES), Kent, United Kingdom

Deadline:

April 10, 2015

Position Description:



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We are seeking either a consultant or senior consultant with a strong background/interest in EU public policy consulting, and with sound qualitative and quantitative research and analytical skills. The assignments will mainly be for the European Commission but possibly also involve projects for UK and other international clients. Some travel is required to Brussels and elsewhere, since many studies involve research across Europe.

The candidate should either have or be capable of developing strong project management and delivery skills, at least some experience of contributing to tender development, excellent written English and be able to work flexibly in a demanding consultancy environment. Capabilities in other European languages would also be an asset.

Qualifications:

- At consultant level, 3-5 years relevant experience in a consultancy environment or at senior consultant level, circa 6-10 years (flexibility if the individual has the right attributes to manage projects and to contribute to business development);
- Degree or post-graduate qualifications in an appropriate area;
- Professional background or strong interest in at least one of the following EU policy areas: justice and home affairs; enterprise, RTD and innovation policy; education and training, economic/regional development;
- Experience, or an interest in evaluating policies and programmes or impact assessment would be an advantage;
- Willingness to undertake travel across Europe (mainly client meetings with occasional 1-2 day field research trips);
- Excellent written and spoken English and ideally with a good knowledge of one or more other European languages;
- Numerate, ideally with at least basic statistical skills and competent knowledge of excel. Statistical analysis experience/expertise would be considered an advantage.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Executive Director, Protection International, Brussels, Belgium

Deadline:

April 12, 2015

Position Description:

The Executive Director manages PI's worldwide operations, ensuring that it accomplishes its strategic goals. Together with the Board of Directors, he/she provides strategic direction to the organization; leads the operational planning process; builds shared commitment



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amongst staff to achieve organizational goals and represents PI in public activities. In line with PI's values, he/she is expected to build consensus, harness the expertise of experienced colleagues and foster an environment of teamwork and excellence.

Qualifications:

- At least five years of senior management experience in an organisation, preferably an NGO
- A degree in relevant disciplines, such as law, international relations, human rights, or development studies, or equivalent experience
- International field experience in challenging environments
- A team player, consensus seeker, with strong interpersonal skills, the ability to motivate cross-cultural and diverse teams, and a track record of successful team leadership, change management and conflict resolution
- Strong writing and communications skills, including the ability to be the public face and voice of the organization
- Fluency in English and either Spanish or French (plus some level of knowledge of the other)
- Fundraising experience
- Ability to network and interact comfortably with stakeholders at different levels (staff, international organizations, donors, the media, and the NGO and legal communities)
- Ability and willingness to reside in Belgium and to travel internationally

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Policy Analyst / Senior Policy Analyst – EU External Relations, Open Society European Policy Institute, Brussels, Belgium

Deadline:

April 12, 2015

Position Description:

The senior policy analyst/policy analyst works in the Open Society Foundations' EU policy and advocacy team, OSEPI, in Brussels. S/He has principal responsibility for strengthening rights, values and international law in EU external policies, particularly in relation to the use of armed drones. S/He also works to strengthen human rights in EU external policies and under the EU Strategic Framework for Human Rights and Democracy. In addition, s/he facilitates and conducts EU advocacy in support of Open Society programmes and



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foundations, particularly in the Western Balkans and Turkey, the Middle East and North Africa, South West Asia (Afghanistan and Pakistan) and Central Asia.

Qualifications:

- deep understanding of EU policy processes and extensive contacts in EU institutions;
- advanced degree in international law, international relations, European studies, diplomacy, or related field;
- at least five years' experience working in government, EU or international institutions, NGOs, think tanks or academia; policy-making experience a major advantage;
- expertise in international human rights and humanitarian law desirable;
- strong network of contacts in EU institutions, member states, NATO, and NGOs and think tanks essential;
- relevant field experience desirable;
- excellent written, verbal, organizational, analytical, and interpersonal skills;
- high level of motivation and proven ability to work both within a team and independently;
- ability to work well under pressure while maintaining attention to detail;
- flexibility and willingness to work simultaneously on a wide range of projects, with strong ability to prioritize tasks.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

General Secretary, Parliamentary Forum on Small Arms and Light Weapons, Stockholm, Sweden

Deadline:

April 19, 2015

Position Description:

Among the tasks of the General Secretary are to:

- Lead and develop the work of the Forum;
- Manage the secretariat in Stockholm;
- Support the board of the Forum and implement their decisions;
- Represent the Forum in relation to partners, governments and international organisations;
- Support the members of the Forum.



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Qualifications:

- Solid experience and networks in international work for disarmament;
- Political experience and understanding of political processes;
- Management experience and qualities;
- University degree in political science, law or other relevant subject;
- Fluent in English (working language), Spanish, French and Swedish are assets.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Director – Programmes Department, KAICIID Dialogue Center, Vienna, Austria

Deadline:

April 20, 2015

Position Description:

Under the guidance of the Chief of Staff and in close coordination with the Senior Advisers to the Secretary General, the Director of Programmes is responsible for developing and delivering the Centre's programmatic activities in the field of inter-religious and inter-cultural dialogue, with particular emphasis on education. The Programmes Department Director manages all aspects of ongoing and future programmes, including planning, organizing and implementing programme activities.

Qualifications:

- Advanced university degree in interreligious studies, sociology, history, international relations or a similar discipline, preferably coupled with a degree in management;
- A minimum of fifteen years' experience at a senior level in the field of inter-religious and/or inter-cultural dialogue, including several years of experience in developing and implementing programme activities, multi-partner project management, including organization of major conferences and events;
- Previous experience of project collaboration with government bodies, international organizations, research institutions and academia highly desirable;
- Excellent interpersonal and communication skills, excellent management skills;
- Senior management experience and knowledge of administrative policies, practices and procedures applied in inter-governmental organizations a distinct advantage;



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- Ability to establish and maintain constructive partnerships and working relationships with staff at all levels in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Fluency (both speaking and writing) in English and preferably other major world languages.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Senior Analyst – China, International Crisis Group (ICG), Beijing, China

Deadline:

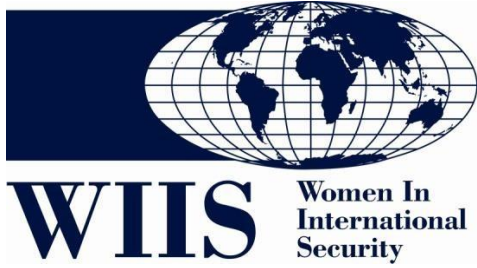
April 22, 2015

Position Description:

Based in the Crisis Group field office in Beijing, the Senior Analyst will research and produce reports on political, social and security issues in China and the North East Asia region. The position requires strong field research, analysis, drafting and editing skills, political awareness and an understanding of conflict dynamics and peace building issues.

Qualifications:

- Bachelor's degree in international relations, political science, journalism, sociology or equivalent through experience is a minimum requirement. Doctorate, Master's degree, or published books are significant advantages;
- More than ten years professional experience in conflict analysis, government, academia, international organisations, NGOs or journalism with at least five years of field experience in the region;
- Proven extensive knowledge of China and neighbouring counties;
- Excellent research and analytical skills and a very good academic record;
- Outstanding writing, editing and analytical skills and ability to formulate well-targeted policy recommendations;
- Fluency in English, and a strong level of Putonghua are minimum requirements. Knowledge of other regional languages is highly desirable;
- Excellent interpersonal and communication skills, including good public presentation skills, and a very strong capacity for effective teamwork and preferably experience in a supervisory role;
- Ability to work in a fast-paced and often demanding environment; and,
- Experience in overseeing budgetary and administrative matters, and management of a small team and field office.



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How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Peace Building Expert, Mekong Economics, Yangon Region, Myanmar

Deadline:

April 30, 2015

Position Description:

- Strategic technical and intellectual skills in the substantive area with global dynamic perspectives;
- Leadership, innovation, facilitation, advocacy and coordination skills;
- Ability to manage senior national consultant and engage with EU strategic partners;
- Entrepreneurial abilities and ability to work in an independent manner;
- Ability to work effectively in a team, with good relationship management skills ;
- Demonstrated ability to operate effectively in a highly complex organization context;
- Ability to maintain high standards despite pressing deadlines;
- Excellent communication (both oral and written) and partnership building skills with people and multi-dimension partners;
- Excellent writing skills, especially in the preparation of official documents and reports;
- Good knowledge of Myanmar's environmental and socio-political context.
- Understanding of gender and social inclusion issues.

Qualifications:

Education:

- Master's degree in law, international relations, political science or any social science-related field, combined with at least 7 years of practical, directly relevant experience in political or electoral management context

Experience:

- Local, regional or international experience in the field of peace building and conflict prevention, ideally related to electoral security and prevention/mitigation of political and social conflict related to the electoral cycle.
- Specific experience in multi-stakeholder facilitation, consensus building and reconciliation efforts, preferably in fragile and conflict situations;

How to Apply:



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Find more information about requisite qualifications and the application process [here](#).

Research Fellow and Senior Research Fellow Positions, Middle East Research Institute, Erbil, Kurdistan Region, Iraq

Deadline:

April 30, 2015

Position Description:

MERI is looking for motivated individuals to join in the position of Research Fellow (RF) or Senior Research Fellow (SRF). MERI has a broad array of programmes and is open to applications from all fields. The programmes include:

- International Politics and National Security
- Democracy and Governance
- Economics, Energy and Environment
- Science, Health, Education and Public Services
- Community, Civil Society and Cultural Development

Applicants must have a strong academic background and proven experience in their field of study. Both RF and SRF positions will have the opportunity to engage with key stakeholders and policy-makers in Kurdistan Region, Iraq and the wider Middle East while promoting and conducting policy focused research on-the-ground, in the region.

Qualifications:

- A postgraduate degree in a relevant topic.
- Fluency in English with excellent writing and communication skills.
- At least 3 years of professional experience (in research, academia, government, journalism or similar.)
- Experience in project leadership and management, developing project proposals and raising funds.
- Ability to work independently while offering support to other members of the team.
- Proven experience conducting primary research, interacting with government and non-government actors.
- A track record in producing written material for different audiences (academic and policy environment and the general public), including policy reports, research papers and briefs.

Advantageous points

- Holding PhD or MPhil in a subject related to the institutes work.
- Work experience within international think tanks or research organisations.
- Experience living and working in the Middle East.



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- Experience dealing with a broad network of, donors and funding bodies.
- Command of additional languages (especially fluency in Arabic and Kurdish).

Seniority (RF or SRF) will be determined by the candidate's level of experience in policy research, project management, fund raising and high impact publications.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Director of Operations – Iraq, Heartland Alliance International, Sulaymaniyah, Iraq

Deadline:

May 31, 2015

Position Description:

Heartland Alliance International is currently seeking a Director of Operations for its high-performing Iraq program, comprising more than 40 staff and an operating budget of more than \$8 million. The Operations Director will be responsible for data entry, accounts payable, payroll, grant report entry, managing the organization's employee services, helping and creating organizational and program budgets in collaboration with the Country Director and Director of Finance & Administration, and other duties as assigned.

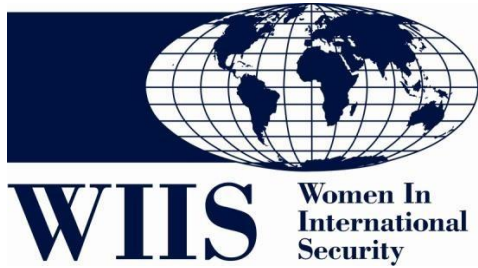
Qualifications:

Education and/or Experience: Commitment to international human rights.

- At least 3 years experience in financial management, with an additional 3 years bookkeeping experience, preferably with a complex international NGO.
- Strong background and work experience in finance.
- Budget development and oversight experience.
- Ability to look at situations from several points of view and articulate clearly issues related to finance and accounting.
- Proficient in QuickBooks.
- Excellent computer skills and proficient in Microsoft products.
- Excellent communication skills both verbal and written.
- Excellent interpersonal skills and a collaborative management style.
- Excels at operating in a fast pace, community environment.
- Excellent people manager, open to direction.

Language: English fluency; knowledge of Kurdish and/or Arabic a plus

How to Apply:



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Find more information about requisite qualifications and the application process [here](#).

Chief of Party – Jordan, International Foundation for Electoral Systems (IFES), Amman, Jordan

Deadline:

Posted on March 24, 2015

Position Description:

The Chief of Party (COP) will manage IFES' CEPPS program in Jordan with a focus on electoral reform, strengthening the legal, regulatory and procedural electoral framework and support to national and local elections. The COP will provide vision and technical leadership on issues of electoral assistance and civil society capacity building. The COP should have extensive experience working in a political environment with a wide variety of stakeholders including election and government officials, political parties, international donors and civil society organizations, academia, preferably also in the MENA region.

Qualifications:

The CoP must be a dynamic leader, flexible, adaptable and a team player who demonstrates leadership under challenging conditions. In addition, the CoP is required to have the following expertise:

- M.A. in international development, politics, or related field; Law degree preferred;
- Minimum of 10 years' experience with election administration and international program management;
- Proven track record with democracy and governance capacity building programming in developing countries:
 - Solid experience working with civil society and in designing and implementing civic programs;
 - Solid experience working with elections management bodies in election administration capacity development, training, drafting of elections procedures, logistics and planning, outreach and engagement of electoral stakeholders is required.
- Demonstrated knowledge of USAID regulations and the implementation of USAID-funded project activities;
- Demonstrated knowledge in proposal and report writing and management of budgets;
- Experience in organizing and leading trainings;
- Familiarity with the international donor community and experience as an action-oriented interlocutor with democracy-development actors at all levels;



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- Strong interpersonal, presentation, and communications skills to meet the diverse technical and managerial requirements of the program and to effectively coordinate with a wide range of stakeholders;
- Experience living and working overseas, preferably in MENA; Previous experience managing an international office in a politically sensitive and challenging environment;
- Knowledge of political, economic, and social issues in Jordan and the MENA region;
- Fluency in English (oral and written) required;
- Strong writing skills;
- Familiarity with the Middle East region highly preferred;
- Arabic language skills highly desirable.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Program Coordinator, German Marshall Fund of the United States, Warsaw, Poland

Deadline:

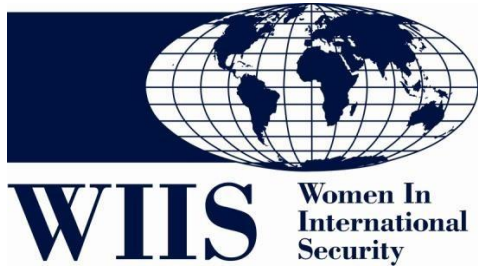
Posted on March 27, 2015

Position Description:

The Warsaw office of the German Marshall Fund of the United States is seeking a Program Coordinator to support office programming. The Program Coordinator will report to the Warsaw Office Director and provide support in a variety of convening and research activities that foster transatlantic cooperation related to the region.

Qualifications:

- Excellent oral and written communications skills in English;
- Two to five years of relevant work experience in the policy community, government, media, or industry in the area of security and defense, or related, policy area;
- Detail-oriented and strategic thinker with a demonstrated interest and understanding of transatlantic issues and international relations;
- University degree in International Relations, Journalism, or another related field;
- Excellent organizational, multi-tasking, and time management skills;
- Proven capacity to work independently and within a team environment;
- Ability to travel internationally to support large international conferences;
- European Union citizenship required.



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How to Apply:

Find more information about requisite qualifications and the application process [here](#).



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Fellowships, Grants, Internships, and Academic Opportunities

Summer Internships, Alliance for Peacebuilding, Washington, D.C.

Deadline:

April 3, 2015

Position Description:

Interns work at the intersection of the international peacebuilding field in our nation's capital. This is a wonderful opportunity to learn about the peacebuilding field from the inside, with broad exposure to a wide variety of civil society organizations, government and military partners, and representatives from fields closely related to peacebuilding. Interns engage with AfP's network of partners both overseas and in Washington, learn about all of the latest news, events, jobs and research going on in the peacebuilding field, and represent AfP at important events in Washington, DC.

Qualifications:

- At least three years completed college coursework
- Strong computer skills
- High proficiency in Word and Excel
- Enthusiasm and commitment to the organization's mission
- Proactive, independent and team-oriented work ethic
- Excellent writing skills and attention to detail
- Professional workplace experience
- Ability manage multiple tasks simultaneously and meet deadlines
- Positive attitude and an ability to engage with a wide variety of people

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Middle East Democracy & Security Summer Internships, Project on Middle East Democracy, Washington, D.C.

Deadline:

April 8, 2015



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Position Description:

The Project on Middle East Democracy (POMED) has several openings in its policy, research, civil society, national security, and Iran and Egypt programs departments for the Summer of 2015.

Qualifications:

See posting for details.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Intern, International Research & Exchanges Board (IREX), Washington, D.C.

Deadline:

April 10, 2015

Position Description:

IREX seeks an Intern to provide general administrative support to the Syria Justice and Accountability Centre (SJAC) on a part-time, temporary basis.

- Produce communications materials, experiences, and events in Arabic and English. This may include blog posts, reports, factsheets, infographics, social media content, and talking points. Some materials will require use of Adobe Suites, PressBooks, and MailChimp.
- Contribute to and help maintain the website using WordPress and basic HTML, including maintaining and promoting the Transitional Justice Library, updates page, and events listings.
- Promote SJAC's social media presence in Arabic and English.
- Regularly update data for SJAC's monitoring and evaluation plan. This will require working closely with SJAC staff to gather necessary information to input into an Excel Spreadsheet.
- Provide technical assistance to SJAC staff. This may include writing blog posts on transitional justice issues and current events that relate to SJAC's work as well as collaborating with SJAC staff on the development of key messages to be delivered through media and events.
- Other duties as assigned.

Qualifications:

- B.A. in political science, international relations, communications, or a related field with experience in communications or human rights



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- Excellent communication and interpersonal skills required, with the ability to synthesize and communicate complex legal and policy ideas into verbal or written format
- Experience with Microsoft Excel, HTML, WordPress, and Adobe Suites preferred
- Ability to work effectively across borders and across cultures with a particular emphasis on the Middle East
- Arabic and English language skills

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Summer Fellowship Program, The Hague Institute for Global Justice, The Hague, Netherlands

Deadline:

April 12, 2015

Position Description:

The Hague Institute for Global Justice is currently recruiting suitable candidates for its Summer Fellowship Program 2015 (1 June – 28 August 2015).

Fellows contribute approximately 38 hours per week to the Institute. They assist research staff with the following tasks:

- Research activities;
- Drafting of reports, policy briefs and other publications;
- Organization of expert meetings/events;
- Administration.

The Hague Institute for Global Justice offers genuine supervision of the fellows, a dynamic and flexible work environment, and motivated and energetic staff.

Qualifications:

- Graduate or current student enrolled in a Bachelor or Master's Program in the field of public international law, international relations, political sciences, conflict studies, or related disciplines;
- To meet Netherlands visa requirements, eligibility for the program is limited to (i) EU citizens and (ii) non-EU citizens enrolled in a university course at the time of their Fellowship;
- Demonstrated commitment to the mission and objectives of The Hague Institute and a strong desire to work in the field of peace and justice;



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- Excellent analytical and organizational skills;
- Excellent communication skills;
- Knowledge of the English language (fluent) and preferably one other official language of the UN.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Essay Competition, The Third Hague Peace Conference, The Hague, Netherlands

Deadline:

April 19, 2015

Position Description:

We organize an essay competition. The students writing the best 100 essays will be invited to participate in the conference.

Qualifications:

The essays should contain either proposals on strengthening humanitarian law like the Geneva Conventions, or on maintaining peace more effectively by the United Nations Security Council and regional organizations.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Women Veterans Fellowship in Leadership and Public Policy, Service Women's Action Network, New York, NY

Deadline:

April 25, 2015

Position Description:

The Women Veterans Leadership and Public Policy Fellowship will provide training and experience to women veterans who want to:

- shape and take part in national security conversations,
- impact military- and veterans-related policy reform at the highest levels and,
- gain experience that supports their future employment in leadership roles.



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SWAN's Fellowship for Women Veterans is designed for future leaders who are passionate about affecting change in these important issues.

Qualifications:

Applicants must be a veteran and currently enrolled in graduate level courses. Those with a bachelor's degree and equivalent experience will also be considered. The fellowship includes a stipend for those who are selected.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Research and Analysis Intern (Work Remotely), The Streit Council, Washington, D.C.

Deadline:

Posted on March 18, 2015

Position Description:

The Streit Council is currently seeking interns to work remotely during the summer semester.

Duties include but are not limited to:

- Research, analysis and writing on European affairs, transatlantic relations and international integration
- Editing
- Performing administrative tasks as needed
- Attending relevant events and composing reviews and responses

Qualifications:

- Student enrolled in a graduate program OR advanced undergraduate/recent college graduate in International Relations, History, Political Science, Public Policy or related fields with a demonstrated interest in European affairs, transatlantic relations and/or international integration
- Strong research, analytic, writing and editing skills
- Excellent command of Microsoft Office suite

How to Apply:

Find more information about requisite qualifications and the application process [here](#).



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International Security Internship, Halifax International Security Forum

Deadline:

May 15, 2015

Position Description:

Halifax International Security Forum is seeking an intern to work in its Washington, DC office. The internship will provide exposure to a variety of international security issues and the opportunity to gain firsthand experience in the daily operation of a non-profit international security and foreign policy organization. The intern will assist in preparations for the organization's signature annual conference, contribute to the organization's communications efforts and help facilitate smooth daily office operations. This internship will begin in June 2015 and continue through January 2016, with the possibility to accompany staff to the annual Forum. Applicants should be available for a full-time schedule Monday-Friday from 9:00am-6:00pm.

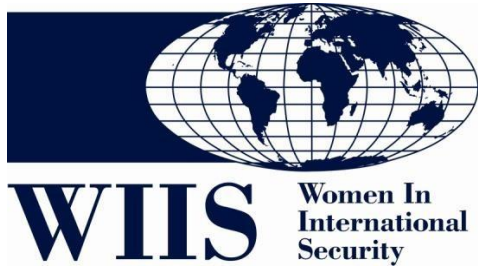
Qualifications:

- Bachelor's degree, preferably in International Relations, Political Science or a related field;
- Demonstrated coursework and/or internships in the field of international relations/security;
- Must be able to demonstrate writing abilities;
- Strong oral and written communication skills to effectively present information and respond to questions;
- Strong interpersonal skills to effectively interact with all levels of staff and across different cultures;
- Previous experience with website management – ideally WordPress;
- Previous experience in social media management;
- Capacity to work both independently and as a member of a team;
- Excellent organizational skills and attention to detail;
- Knowledgeable in Microsoft Excel;
- Ability to manage multiple tasks simultaneously; and
- Familiarity with Apple products a plus.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Internship, Gender Section, UNICEF, New York, NY



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Deadline:

Posted on March 24, 2015

Position Description:

UNICEF, the world's leading organization working for the rights of children, seeks an intern for the Gender Section of New York Headquarters (NYHQ). S/he will support the Section's work, providing support on research, organizational, logistics, programming, communications, and fundraising activities. S/he will also support preparations leading up to key internal and external events and meetings. S/he will also support key initiatives that are a core part of the Gender Section's work, including child marriage, adolescent health, girls' secondary schooling, and gender based violence in emergencies.

Qualifications:

- Candidates for the internship must be currently enrolled in a Masters level programme in a relevant field, including Public Health, the Social Sciences, or Public Administration and must have some academic and/or work background in the field of gender and development.
- S/he should be able to take initiative, have excellent research, analytical, writing, and communications skills.
- Close attention to detail, ability to multi-task, and deliver on time even when under pressure are essential.
- Candidate should also have a strong interest in furthering their learning about gender equality programming.
- Candidate should be highly organized, self-motivated and self-directed.

How to Apply:

Find more information about requisite qualifications and the application process [here](#).

Program Fellow, The International Coalition for the Responsibility to Protect, New York, NY

Deadline:

Posted on March 26, 2015

Position Description:

The International Coalition for the Responsibility to Protect (ICRtoP) is seeking a Program Fellow to provide logistical and programmatic support to the ICRtoP team. The ICRtoP is a global network of non-governmental organizations (NGOs) from around the world dedicated to advancing the Responsibility to Protect norm (RtoP, R2P) and the prevention



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of mass atrocities. The Secretariat of the ICRtoP is based in New York, and the Program Fellow will work on a full-time basis alongside the rest of the Secretariat staff.

Qualifications:

Education/background knowledge

- Familiarity with the Responsibility to Protect norm and related issues
- Knowledge of the United Nations system
- Undergraduate degree in International Relations, Human Rights, International Law or related subject or course of study

Skills/availability

- Excellent writing and research skills
- Excellent interpersonal and networking skills, including the ability to work with a diverse range of people and organizations at the national, regional and international levels
- Exceptional organizational skills and comfortable facilitating and keeping track of logistics for conferences and events
- Strong communication skills
- Ability to multi-task and work on a team, and comfortable with the constraints of deadlines
- Proficiency using Microsoft Office software and basic website, social media platform (Facebook and Twitter) management
- Ability to be based in New York

How to Apply:

Find more information about requisite qualifications and the application process [here](#).