Employment Opportunities (U.S.)

Director, Maritime History Center, US Naval War College, Newport, RI

Senior Political Affairs Officer, UN Department of Political Affairs, New York, NY

Senior Lecturer in Intelligence Studies, Graduate School of Public and International Affairs, Pittsburgh University, Pittsburgh, PA

Language Analyst, NSA, Fort Meade, MA

Publications Officer, Central Intelligence Agency, Washington, D.C.


Research Assistant – Middle Eastern Studies, American Enterprise Institute, Washington, D.C.


School Research Administrator, The Elliot School of International Affairs, The George Washington University, Washington, D.C.

Research Associate – Latin America, Council on Foreign Relations, New York, NY

Girls and Women Advocacy Officer, United Nations Foundation, Washington, D.C.

All-Source Intelligence Analyst, Booz Allen Hamilton, Washington, D.C.

Senior Policy Analyst, National Security Project, Washington, D.C.

Program Officer – Indonesia and Timor-Leste, International Republican Institute, Washington, D.C.

Director – Peacekeeping Program, Center for Civilians in Conflict, Washington, D.C.

Employment Opportunities (International)

Project Co-Ordinator, Organization for Security and Cooperation in Europe, Ashgabat, Turkmenistan

Policy Support Officer, Conflict and Prevention Centre – Organization for Security and Cooperation in Europe, Vienna, Austria

Gender and Anti-Trafficking Officer, Organization for Security and Cooperation in Europe, Tajikistan

Camp Coordination & Camp Management (CCCM) Officer, UNHCR, Various Locations
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Employment Opportunities (U.S.)

Director, Maritime History Center, US Naval War College, Newport, RI

**Deadline:** December 30, 2016

**Position Description:**
The Maritime History Center (MHC) manages and directs the Naval War College's maritime history research and sea service heritage programs throughout the College. It serves as the central resource and contact point in matters relating to maritime history and has particular responsibility for implementing and coordinating the College's research and writing program in this area. The MHC also provides the interface between the NWC, the Naval History and Heritage Command (NHHC), and the NWC Museum. The Director of the MHC simultaneously serves as the Director of the NWC Museum and falls under the Dean of Academics. Additional support to the Center for Naval Warfare Studies, the College of Operational and Strategic Leadership, and International programs in support of the NWC's four main missions aligns with the core purpose of the MHC and is an integral aspect of the Director's role. The MHC works closely with the Ernest J. King Visiting Professor of Maritime History, who serves the College as a senior academic expert in the field of maritime history.

**Qualifications:**
Candidates must have a Ph.D. from an accredited university in one or more of the following areas: history, international relations, strategic studies, or a related field. The position requires demonstrated experience working in maritime history programs that provide research, education, and information presentation. A background and demonstrated familiarity with museum operations, historical exhibit development, public history, maritime historiography, historical research methods, and archiving are all highly desirable.

**How to Apply:**
Applications will be accepted through December 30, 2016. Applicants must reference VA#NWC-17-15 and submit their application package electronically to: maritimehistoryvacancy@usnwc.edu. The application package should include:
1) cover letter, 2) curriculum vitae or resume, and 3) the names and contact information for three references. Any current or prior military service should be described including assignments, positions held, highest rank attained, and dates of service. This position was previously announced under VA#NWC-17-02. Applicants who previously applied to VA#NWC-17-02 do not need to reapply. Application packages sent to VA#NWC-17-02 will be referred to this announcement.

Questions should be directed to Dr. Tim Schultz at timothy.schultz@usnwc.edu. The Naval War College is an Equal Opportunity Employer.

**Senior Political Affairs Officer, UN Department of Political Affairs, New York, NY**

**Deadline:** December 31, 2016

**Position Description:**
Within delegated authority, the Senior Political Affairs Officer will be responsible for the following duties:

- Provides advice to the Special Adviser on political affairs strategies and develops a vision and direction for work and creates the conditions to allow this direction to be implemented.
- Plans and coordinates programmes and activities requiring the Special Adviser's involvement and participates in the set up of the Special Adviser's Office.
- Prepares briefing notes and talking points for the Special Adviser for meetings with high-level officials and other interested parties.
- Advises on and participates in political initiatives, including negotiations to establish a dialogue process, and develops guidelines, terms of reference and operational plans and time frames for new operations.
- Conducts and directs research, initiates and carries out in-depth analysis and studies on diverse and sensitive international issues especially with regards to political processes. Follows up on current trends and political and security problems related to Burundi.
- Proposes policy directives and plan of action for immediate and long range solutions to political problems in Burundi; identifies emerging issues pertaining to the mandates of the Office of the Special Adviser; analyses implications and makes recommendations on possible strategies and
measures to improve the work of the Office of the Special Adviser.

- Supports the Special Adviser to design and develops significant policy and program changes to address evolving needs with regards to engagement in Burundi.
- Formulates the programme of work, budget and medium-term plan of the unit and participates in the overall approval of the programme of work, and administrative matters concerning the Section/Division or mission; coordinates and oversees work of colleagues and unit.
- Leads needs assessment missions in Burundi to assess options for UN engagement.
- Designs and implements projects in support of political strategies.
- Performs other related duties as required.

Find more information on the responsibilities of this position here.

Qualifications:

- Advanced university degree (Master's degree or equivalent) degree in political science, international economics, international relations, law, public administration, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- A minimum of ten years of progressively responsible experience at national and international levels in advisory and managerial positions in political science, international relations, law, disarmament, security, development management, conflict resolution or related area.
- For the post advertised fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

How to Apply:
Find more information about requisite qualifications and the application process here.

Senior Lecturer in Intelligence Studies, Graduate School of Public and International Affairs, Pittsburgh University, Pittsburgh, PA

Deadline: January 6, 2017
**Position Description:**
The Graduate School of Public and International Affairs at the University of Pittsburgh invites applications and nominations for a non-tenure-stream faculty position as a Senior Lecturer in Intelligence Studies to begin in the fall term of 2017 (authorization pending). This is a three-year contract position with the possibility of renewal. The individual hired will be expected to offer four courses in intelligence studies per academic year within the context of the Security and Intelligence Studies major for our Master of Public and International Affairs program, advise master’s students interested in a career in the intelligence community and, where appropriate, work with the Director of the Matthew B. Ridgway Center for International Security Studies to organize conferences or workshops related to security and intelligence.

**Qualifications:**
The successful candidate will have at least a master’s degree in international affairs (or a related field) and expertise in the intelligence field based on at least ten years of professional experience working for one or more U.S. intelligence agencies.

**How to Apply:**
Qualified applicants should submit a letter of application describing their professional background and teaching interests, a curriculum vitae or resume, three letters of recommendation and, if available, teaching evaluations to:

Prof. Michael Kenney, Search Committee Chair  
c/o Mary Ann Gebet, Executive Assistant to the Dean  
Graduate School of Public and International Affairs  
3407 Posvar Hall  
Pittsburgh, PA 15260

**Language Analyst, NSA, Fort Meade, MA**

**Deadline:** January 31, 2017

**Position Description:**
A passion for foreign languages is a must for this profession. Language proficiency and understanding of nuance, context, cultural overtones, and dialect enables NSA Language Analysts to provide the most complete and accurate Signals Intelligence picture to U.S. policy makers, military commanders, and Intelligence Community members. As a Language Analyst, you will be part of a team working directly with the original written or spoken language in a dynamic environment. You will determine the relevance of the intelligence collected, research it, analyze it and put it into context. Language Analysts can spend many hours per day translating or transcribing the foreign language into English as part of their analysis. It's a tremendous responsibility, but one which is extremely satisfying. Find more information on the responsibilities of this position here.

**Qualifications:**
The NSA is always looking for well-qualified applicants with exceptional language skills. They are currently looking for applicants with proficiency in the languages listed below. If you don't see your language in the list, you should still apply because our language requirements can change at any time.

- Arabic
- Chinese (Mandarin)
- Pashto
- Persian-Dari
- Persian-Farsi
- Russian

**How to Apply:**
Find more information about the application process here.
hardcopy and electronic publication and dissemination, internally as well as to
senior government officials in policy, Intelligence Community, and law enforcement
organizations and foreign governments. Find more information on the
responsibilities of this position here.

Qualifications:
Minimum requirements include a bachelor’s degree in journalism, English, mass
communications, or a related field; a GPA of 3.0 or higher on a 4-point scale; and
successful completion of a test in editing. Successful candidates also will have:
strong editorial and grammar skills as well as knowledge of publishing principles
and basics of publication design; knowledge of production methodology for
publishing products in hardcopy or electronic formats; familiarity with Web content
management; ability to use creative problem solving and analytical thinking skills to
develop effective solutions for publishing problems; ability to research, analyze, and
integrate substantive data related to subject matter into an appropriately designed
product; the ability to work effectively in a fast-paced team environment; and
flexibility in dealing with rapidly changing priorities.

How to Apply:
Find more information about the application process here.

Cyber Strategy and Policy Expert, Foundation for Defense of Democracies,
Washington, D.C.

Posted: Unknown

Position Description:
Foundation for Defense of Democracies (FDD) has an established record for
producing research on the cutting edge of counterterrorism, illicit finance, and
economic sanctions. FDD is seeking a cyber strategy and policy expert to contribute
to FDD’s new project on cyber-enabled economic warfare. The successful applicant
will work with our regional and subject matter experts and will become part of a
sought after group of thought leaders in this area.
The expert’s principal responsibilities will include:
• Identify cyber strategies and tactics of states and non-state actors
• Assess risks to U.S. national security and recommend a range of
countermeasures
• Research emerging cyber threats and trends
• Research U.S. policies and identify gaps in government strategies and planning
• Co-author/author external publications (reports, op-eds, journal articles, memos) with forward-looking conclusions and recommendations
• Brief policymakers on trends and recommendations

Qualifications:
• BA or Master’s Degree with an area of focus in: cyber-security, foreign policy, or national security
• 5+ years working in the private sector or in government as an intelligence analyst and/or researcher with experience in cyber and adversarial strategy
• Experience in governance, risk management, and threat assessment
• Prior military, Department of Defense, Intelligence Community or high tech experience preferred
• Ability to work both independently and as a member of a team
• Willingness to interact with diverse groups within the USG Executive Branch, Congress, academia, and the private sector
• Strong analytical and writing skills a must

How to Apply:
Find more information about this position and the application process here.

Research Assistant – Middle Eastern Studies, American Enterprise Institute, Washington, D.C.

Posted: October 25, 2016

Position Description:
The American Enterprise Institute, a leading nonprofit public policy research organization, seeks a full-time research assistant to work in our foreign policy department, contributing to the Institute’s work on Middle Eastern politics and American strategy in the region. Responsibilities include primary research and general analysis of the region from Morocco through Afghanistan, with a special focus on Iran, Turkey, and various Kurdish regions, as well as US policy toward the
Middle East. Other duties include developing and organizing conferences, panel discussions, and events; overseeing long-term projects and grants; and general administrative support. Find more information on the responsibilities of this position here.

Qualifications:
- Applicants must have excellent writing, editing, fact-checking, and research skills.
- An ideal candidate would have an academic background in some aspect of Middle Eastern and security studies along with some experience in the region.
- Working knowledge of Arabic or Persian (Farsi or Dari) is a must.
- A demonstrated interest in US security strategies in the Middle East and the Persian Gulf, as well as Iran’s strategic culture and military power, is also desired.

How to Apply:
Find more details on this position and how to apply here.


Posted: November 7, 2016

Position Description:
The American Enterprise Institute seeks a full-time research assistant to support AEI's Marilyn Ware Center for Security Studies.

Primary responsibilities include research, writing, and editing scholarship related to US national security policy and defense planning. Additional duties include organizing public events and conferences, managing grant projects, fielding media requests, and providing general administrative support to Marilyn Ware Center scholars. Equally important responsibilities include ensuring effective communication across different departments at AEI.

Qualifications:
The ideal candidate will possess a stellar academic record, strong professional demeanor, and a demonstrated interest in US national security policy. Excellent research, writing, communication, and organizational skills are required. In addition to a keen understanding of current dilemmas facing the US Defense Department — both domestic and international — and a strategic mindset, the candidate should also be comfortable analyzing emerging national security threats and future warfare strategy and capabilities. Experience conducting research related to US defense planning is strongly preferred. Familiarity with force-sizing constructs, concepts of operation, and force structure is considered a plus.

**How to Apply:**
Find more information about the application process [here](#).

**School Research Administrator, The Elliot School of International Affairs, The George Washington University, Washington, D.C.**

**Posted:** November 10, 2016

**Position Description:**
The Elliott School currently seeks an energetic, proactive and customer-focused School Research Administrator. Under the direction of the Director of Research the School Research Administrator will work with the Research team to administer the complex application process and reporting requirements for large programmatic grants, and coordinate a multi-dimensional operation that includes data collection, information gathering, writing/editing, and reporting. The School Research Administrator will work independently and strategically to gather data and information across the university’s various units and to communicate and collaborate effectively among the various stakeholders at the Elliott School and across the University. **Find more information on the responsibilities of this position [here](#).**

**Qualifications:**
- Bachelor’s degree in an appropriate area of specialization. Degree requirements may be substituted with an equivalent combination of education, training and experience.
- Excellent analytical and communication skills, both written and oral, and
superb organizational capabilities.

- Prior experience working on programmatic activities in an academic environment.
- Experience with sponsored research, federal grants application or implementation, or educational initiatives and programming will be highly valued.

How to Apply:
Find more information on the required qualifications and application process [here](#).

Research Associate – Latin America, Council on Foreign Relations, New York, NY

Posted: November 28, 2016

Position Description:
The Council’s Studies Program is one of the country’s largest foreign policy think tanks with a widely respected and influential research staff. The Studies Program’s aim is to advance the discussion of American foreign policy and international affairs through its writing, publications, public outreach, and discussions.

The Research Associate will report to the Senior Fellow for Latin America Studies. The fellow’s current work examines general themes relating to Latin America and the Western Hemisphere, including political and economic trends, crime and public security, energy, globalization, immigration, and the U.S. Hispanic population, with a significant portion of the work focusing on economic, social, and political developments in Mexico. Find more information about the responsibilities of this position [here](#).

Qualifications:
- Bachelor’s degree in International Relations. Political Science, Economics and/or Latin America Studies, with high academic credentials
- Reading, writing, and speaking fluency in the Spanish language
- Working knowledge of Portuguese, a plus
- Strong research, writing, and editing skills
- Strong organizational and program planning skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office
- Interest and experience in social media
- Experience with budget management and/or website maintenance preferred

**How to Apply:**
Find more information about the requisite qualifications and application process [here](#).

**Girls and Women Advocacy Officer, United Nations Foundation, Washington, D.C.**

**Posted:** November 29, 2016

**Position Description:**
The Girls & Women Advocacy Officer will be responsible for supporting the advocacy agenda of the UN Foundation’s Girl Up campaign with Congress, the Executive Branch, and non-governmental organizations and the other UN Foundation girls and women initiatives. He or she will work closely with the Girl Up and other UNF initiatives to implement strategies to educate and raise awareness of key policymakers and other influencers about the importance of U.S. leadership bilaterally, at the United Nations and other multilateral institutions to empower adolescent girls.

The Girls & Women Advocacy Officer is a member of the UN Foundation Advocacy team, the Better World Campaign and the Girl Up team, as well as the other girls and women’s initiatives across the UN Foundation. He or she will report to the Executive Director of UN Foundation Advocacy and work closely with the Girl Up leadership. **Find more information on the responsibilities of this position [here](#).**

**Qualifications:**
- College degree required; preferably in the fields of political science, international affairs, or gender studies and an advanced degree preferred.
- At least 3 – 5 years of experience on Capitol Hill, Executive Branch, and/or in a DC-based legislative affairs office.
- Experience working on international gender policies within the U.S. government required.
- Experience representing the organization to outside audiences required.
• Experience in youth engagement a plus.
• Excellent oral and written communications skills.
• Previous experience developing written materials (analyses, reports, talking points, etc.).
• Ability to develop, maintain, and enjoy effective working relationships with people from a wide variety of organizations and with a wide variety of functional expertise.
• Ability to drive projects from inception to implementation.
• Proven ability to work across departments to accomplish mission.
• Openness, flexibility and a team player.
• Self-starter.
• Multicultural experience.
• Willingness to travel (at least 20%) and work evenings and weekends as needed.
• Ability to work under pressure and handle stress; and
• Ability to meet regular attendance/tardiness policy.

How to Apply:
Find more information about the application process [here](#).

All-Source Intelligence Analyst, Booze Allen Hamilton, Washington, D.C.

Posted: November 30, 2016

Position Description:
Apply language capabilities, research expertise, and analytic techniques to comprehending complex issues in the Middle East and North Africa. Employ all-source intelligence analysis, social media analysis, and others to provide government clients with deep insights that drive national security policy. Employ innovative open source research techniques to build and analyze networks and provide targeting analysis studies. Analyze issues pertaining to religious and political leadership in the Middle East. Analyze and comprehend the implications of in-country news and reporting, including counter threats, nuclear issues, religious issues, military and political analysis, or economic issues.

Qualifications:
Basic
- 4+ years of experience with conducting open source research, all-source intelligence, or targeting
- Knowledge of political and religious leadership in the Middle East through academic, professional, or personal expertise
- Knowledge of Internet-based research, including Boolean logic, search engine and database resources, and Internet sources, such as social media, social networking tools, and commercial and industry-based databases
- Ability to ramp up quickly on a range of topics, including business and religious studies, leadership analysis, and cultural studies
- Ability to produce deliverables in a short time frame using Microsoft PowerPoint, Word, and Excel
- TS/SCI clearance
- BA or BS degree or 4 years of experience in a professional work environment

Additional
- Experience with researching in a foreign language using internationally-focused Web sites
- Experience with advanced search techniques, information databases, and data visualization
- Ability to speak and read Arabic or Farsi at a professional level
- TS/SCI clearance with a polygraph preferred
- BA or BS degree in International Affairs, Political Science, Foreign Area Studies, National Security Studies, Linguistics, or Middle East Studies preferred; MA or MS degree in International Affairs, Political Science, Foreign Area Studies, National Security Studies, Linguistics, Business, Library Science, or related research field a plus

How to Apply:
Find more information about the application process here.

Senior Policy Analyst, National Security Project, Washington, D.C.

Posted: December 6, 2016

Position Description:
The position of Senior Policy Analyst at BPC involves intensive research and writing, independently, in cooperation with other members of the National Security Project, and under the direction of BPC task force members. The role also involves active engagement with Task Force members, BPC Senior Fellows and other BPC teams such as communications, development and legislative. The ideal candidate will demonstrate a familiarity with issues related to the content, structure, and dissemination of extremist ideology, knowledge of social, economic, and political conditions in the Middle East or Muslim world broadly, and an ability to write about these issues clearly, precisely, and quickly.

You will be expected to undertake extensive independent research and writing projects, often several simultaneously, be able to proofread and edit others’ work in addition to receiving and incorporating edits to your own, identify research questions to drive forward BPC’s policy agenda, and think creatively to develop innovative policy ideas. You will also be expected to help manage the work flow of the two initiatives and think creatively about ways to promote the project’s policy ideas. You will have the opportunity to contribute substantively to BPC policy products, publish your own work, as appropriate, advance within the organization, and directly interact and engage with top leaders in the field. As part of a growing think-tank, you will also be expected to work well in a team environment and challenged to think creatively about non-policy issues such as project direction, strategy, and bipartisanship.

BPC also has an affiliate organization – BPC Action - which provides the rare opportunity to both develop policy recommendations and work to pursue their implementation. Thus, outreach and education activities with policymakers and their staffs is also an important component of the position.

Qualifications:
- Familiarity and experience with Islamic religious thought, Middle Eastern society and politics, and/or extremism and radicalization;
- Strong policy research skills and the ability to identify and find information relevant to answering specific policy questions;
- Ability to write and edit clearly, quickly and accurately;
- Ability to multi-task on numerous tasks, large and small, in both collaborative and independent situations;
- Strong oral communications skills;
• Comfort with engaging, briefing and communicating with high-level task force members;
• Strong team player;
• Must have completed a four-year undergraduate degree in a related field, a graduate degree is strongly preferred.
• Knowledge of Arabic preferred;

How to Apply:
Find more information on the application process here.

Program Officer – Indonesia and Timor-Leste, International Republican Institute, Washington, D.C.

Posted: December 9, 2016

Position Description:
Every employee of IRI is responsible for carrying out the Mission of IRI, and demonstrating the core values in their day to day operations.

The PO is responsible for managing and implementing IRI's programs in her/his countries of responsibility, Indonesia and Timor-Leste. S/he closely monitors and analyzes political and economic developments in countries of responsibility, develops program ideas, and drafts proposals on a range of democracy and governance assistance programs. S/he also identifies program partners and develops and maintains close relationships with them as well as with current and potential funders. The PO is also involved in new business development efforts in countries of responsibility. Find more information on the responsibilities of this position here.

Qualifications:
• Undergraduate degree in political science, international relations or related field.
• Three to five years’ professional experience in democratic governance and politics, preferably working directly with political parties, civil society organizations/NGOs or legislative bodies, or equivalent combination.
• Working knowledge of the politics, economics, history and culture of the Southeast Asia region.
• Demonstrated experience working with U.S. Government funded projects and familiarity with USG regulations and processes.
• Experience with program management, project implementation and budgetary oversight.
• Ability to work independently and as a member of a team to coordinate and lead the efforts of other professionals to effectively meet program goals.
• Demonstrated management experience including ability to motivate and manage staff.
• Demonstrated ability to effectively direct or participate in complex negotiations with bilateral and/or multilateral government agencies, other funders or relevant audiences.
• Strong written and oral communication and presentation skills.
• Ability to travel to challenging international environments.

How to Apply:
Find more information on the application process here.

Director – Peacekeeping Program, Center for Civilians in Conflict, Washington, D.C.

Posted: December 12, 2016

Position Description:
Center for Civilians in Conflict (CIVIC) is a Washington, DC-based NGO that works on behalf of civilians caught in the midst of armed conflict to create and implement better policies and practices around civilian protection and harm mitigation. The Director will be a highly valued senior member of the program team responsible for building out CIVIC’s work on the protection of civilians by UN and AU peacekeeping missions, including through research, project management, training design and implementation, and advocacy with a broad cross-section of stakeholders at UN headquarters and in specific peacekeeping missions in Africa. Find more information about the responsibilities of this position here.

Qualifications:
- Significant experience, preferably with or interfacing with a peacekeeping mission, conducting field research and carrying out other program work including an understanding of civilian protection issues in armed conflict;
- 5-7 years' experience and a successful track record leading complex programs, preferably in Africa, including development, implementation, management and oversight;
- Deep understanding of issues related to the protection of civilians by UN peacekeeping operations, including gaps that undermine effective protection;
- Proven ability to think analytically and plan strategically, including setting objectives and identifying and capitalizing on opportunities for our work;
- Poise, flexibility, discretion, and mature judgment to handle and respond appropriately and professionally in a stressful, conflict environment;
- Well organized, self-motivated, and able to conceptualize and implement programs both individually and as part of a team;
- Creative thinking and an ability to develop new lines of work, whether on new countries or particular thematic issues;
- Experience working with or in peacekeeping missions;
- Excellent leader and skills developer particularly with remote staff;
- Outstanding research, analysis, communication and writing skills;
- Experience in training development and facilitation.

**How to Apply:**
Find more information on requisite qualifications and the application process [here](#).
Employment Opportunities (International)

Project Co-Ordinator, Organization for Security and Cooperation in Europe, Ashgabat, Turkmenistan

Deadline: December 18, 2016

Position Description:
Under the direction of the Head of Centre, the incumbent will ensure co-ordination between the programmatic aspects of the Centre’s work in close co-operation with the OSCE Secretariat and/or other OSCE Institutions. Specific duties include:

- Provides timely advice and support to the Head of Centre on Centre’s priority activities;
- Assists Programme Managers on the Centre’s policies;
- Prepares and/or co-ordinates briefing materials and background notes for the Head of Centre on policy issues as required;
- Composes all reports as required by the OSCE delegations and Secretariat in Vienna including Mission Activity Reports and background reports;
- Reviews information in the form of reports, assessments, briefs, memoranda and other documents concerning center’s activities;
- Assists in the design and co-ordinates the development and implementation of allocated projects, inter alia, in the fields of the three OSCE dimensions of security;
- Supports the Head of Centre and the Chief of Fund Administration in the review and revision of administrative practices to ensure effective and efficient programme delivery;
- Acts as focal point for the Centre in the programmatic preparation of the budget;
- Develops co-operation between OSCE and parliamentary, governmental and non-governmental actors in the allocated projects;
- Co-operates and co-ordinates with other international partners in Turkmenistan on issues related to the projects implementation;
• Performs other duties as required.

Qualifications:
Mandatory
• Proven practical background in the management of multi-faceted projects and excellent drafting skills
• Professional fluency in both oral and written English and Russian. Ability to communicate clearly and concisely
• Demonstrated ability and willingness to work as a member of a team with people of different cultural and religious backgrounds, different genders, and diverse political views while maintaining impartiality and objectivity
• Flexibility and ability to work under pressure and with limited time frames
• Cultural sensitivity and judgement
• Good organizational and negotiation skills

Desirable
• Previous work experience preferably in an international environment or within operational missions
• Experience of working in Central Asia and/or knowledge of the region
• Working knowledge of Turkmen

How to Apply:
Find more information on requisite qualifications and the application process here.

Policy Support Officer, Conflict and Prevention Centre – Organization for Security and Cooperation in Europe, Vienna, Austria

Deadline: December 21, 2016

Position Description:
The Conflict Prevention Centre (CPC) plays a key role in supporting the OSCE’s activities in the field and is the focal point in the Secretariat for co-ordinating and developing the OSCE’s role in the politico-military dimension. In particular, the Centre is responsible for supporting the Chairperson-in-Office (CiO) and the Secretary General (SG) in implementing tasks in the areas of early warning, conflict prevention, crisis management and post conflict rehabilitation. The Policy Support Service (PSS) serves as the Organization’s primary point of contact on all matters
concerning field operations; it monitors the implementation of the mandates of the individual field operations and advises the Secretary General (SG) and the Chairmanship on related policy issues. It also analyses early-warning signals regarding the situation in the field and recommends the implementation of relevant preventive or reactive action. Support provided to the SG and the Chairmanship includes background information, policy support and advice, draft decisions, draft statements and summary records. PSS facilitates the co-ordination of programmes and activities among field operations and with those of OSCE specialized units within the Secretariat and Institutions and assists field operations in the Performance-Based Programme Budgeting (PBPP) process. The PSS is composed of four regional desks covering Eastern Europe, South-Eastern Europe, the Caucasus and Central Asia.

**Tasks and Responsibilities**
The incumbent will be a member of the Eastern Europe Desk. Under the direct supervision of the Senior Policy Support Officer and the general guidance of the Deputy Director for Policy Support Service, the Policy Support Officer (Eastern Europe Desk):

- Monitors and analyses developments in the region;
- Monitors the implementation of the mandates assigned to the OSCE field operations in the Eastern Europe region;
- Follows-up to ensure timely flow of information among the field operations, the Chairperson-in-Office, the Delegations and the Secretariat; interacts with the delegations of the Advisory Committee on Management and Finance (ACMF), the Preparatory Committee, the Permanent Council and other relevant committees;
- Contributes to research on selected political topics related to implementation of the mandates of assigned field operations, drafts background papers and reports, compiles briefing material;
- Attends meetings and writes summaries, notes and reports for internal distribution;
- Prepares visits of the Chairmanship and senior OSCE officials to the field operation area; accompanies high-level visits to the region and drafts reports on these visits upon request;
- Prepares in-house briefings, publications and other material;
- In co-operation with the Programming and Evaluation Support Unit, reviews extra-budgetary projects from field operations to ensure that these are in
line with the relevant mandate; proposes editorial changes and further action, as necessary;
• Performs other related duties, such as participating in CPC-related events.

Qualifications:
• University degree in political sciences, public or international law, international relations or another related field; an advanced degree and regional expertise would be an asset
• Minimum of six years of professional experience in government, national administration or other relevant professional field
• Work experience in diplomatic service and/or international organizations would be an asset
• Professional fluency in the English language including excellent drafting skills; knowledge of the Russian language would be an asset
• Excellent communication skills, resourcefulness, initiative, maturity of judgement and team spirit
• Ability to operate Windows applications, including word processing and email
• Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities
• Proven interpersonal skills and ability to establish and maintain effective and constructive working relationships with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity

How to Apply:
Find more information on the application process here.

Gender and Anti-Trafficking Officer, Organization for Security and Cooperation in Europe, Tajikistan

Deadline: December 28, 2016

Position Description:
Under the direct supervision of the Head of the Human Dimension Department, the Gender and Anti-Trafficking Officer will be tasked with:
• Gathers and analyses information on the status of gender and anti-trafficking issues throughout the country, with a focus on women’s access to rights, gender-based violence and trafficking in human beings, while providing recommendations on the direction of the Office’s efforts on these issues;
• Co-ordinates and reports on the implementation of the OSCE Gender Action Plan and OSCE Action Plan to Combat Trafficking in Human Beings;
• Develops the annual budget proposals for the Gender and Anti-Trafficking programmes, manages the day-to-day operations of the Gender and Anti-Trafficking Unit, establishes priorities within the Mission’s mandate and in accordance with local authorities, and manages the Gender and Anti-Trafficking Units, including staff and resources;
• Manages the day-to-day operations of the extra-budgetary project "Supporting and strengthening the Women’s Resource Centers in Tajikistan 2011-2017";
• Assists in arranging OSCE regional events, seminars and visits to the area by OSCE delegations, as well as other events with OSCE participation;
• Works closely with the politico-military department to ensure that gender issues are streamlined into the police reform process;
• Supports media initiatives that would raise public awareness of gender and anti-trafficking issues;
• Advises and provides inputs on substantial reports and other publications related to gender and anti-trafficking in both English and Russian languages;
• Advises on mainstreaming gender issues in programming mission-wide;
• Liaises with the Human Resources Unit in mainstreaming gender concerns in the recruitment process;
• Prepares regular and periodic activity reports;
• Co-ordinates activities with international organizations and NGOs on gender and anti-trafficking issues;
• Supervises 7 national staff members (subject to change);
• Performs other related duties as required.

Qualifications:

Mandatory

• At least six years of experience involving gender and anti-trafficking issues and programme management experience;
• Demonstrated command of project cycle management;
Professional fluency in the English, both oral and written and working knowledge of Russian and/or Tajik;
Demonstrated ability and willingness to work with people of different cultural and religious backgrounds, different gender and diverse political views while maintaining impartiality and objectivity;
Flexibility and ability to work under pressure and with limited time frames;
Good organizational skills;
Ability to operate windows applications, including word processing and e-mail.

Desirable

Previous international field work experience, preferably in the Commonwealth of Independent States (CIS), especially in Central Asia;
Strong management skills, including problem-solving approach;
Reporting and briefing skills;
Knowledge of the regional political situation and the legal system of the mission area;
Demonstrated negotiation skills;
Work experience in helping the government establish or improve structures to counteract gender-based violence and human trafficking.

How to Apply:
Find more information about requisite qualifications and the application process here.

Camp Coordination & Camp Management (CCCM) Officer, UNHCR, Various Locations

Deadline: December 30, 2016

Position Description:

Coordinate/develop/update agreed response strategies and action plans for the cluster/sector and ensure that these are adequately reflected in overall country strategies
Involve all relevant partners in site needs assessment and analysis
Identify gaps and duplications assess, verify, and map emerging assistance needs and protection issues
Map and track who is doing what, where, when
- Develop exit/transition strategy for communal settings
- Support selection, planning and development of communal settings in collaboration with site planners and with national actors
- Ensure the site design supports protection and assistance of men, women, boys and girls
- Support registration of displaced populations in communal settings, paying particular attention to gender, age and diversity dimensions; and update the population registry/enrolment for assistance
- Ensure strategies are developed to support and strengthen residents’ livelihood initiatives
- Conduct contingency planning based and most likely scenarios of population movements
- Enact environment protection and mitigation of negative impacts on ecological habitats
- Where possible, support the national government/authorities in implementing their activities and upholding them to their obligations that meet the identified priority needs
- Ensure integration of agreed priority cross-cutting issues in needs assessment, analysis, planning, monitoring and response
- Ensure gender sensitive programming
- Ensure the CCCM Cluster/sector maps out the operational requirements for a CCCM response; and identify and establish standards and guidelines that facilitate interoperability

Find more information about the responsibilities of this position [here](#).

**Qualifications:**

- Advanced degree in a field of study that offers a comprehensive view of community organization, planning and design (e.g. architecture, landscape architecture, urban planning or a related field) and/or social sciences (e.g. humanitarian affairs, development studies, political science, or a related field), or the equivalent combination of camp management and humanitarian experience in a related area.
- Minimum of 10 years of relevant (international) job experience with Advanced University/Master’s Degree (12 years with University/Bachelor’s Degree), of which a minimum of 4 years of field experience, including in coordination role.
• Excellent knowledge of English and good working knowledge of another UN language (knowledge of French and/or Arabic is a distinct advantage).

**How to Apply:**
Find more details on the fellowship program and how to apply [here](#).

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**Women’s Protection and Empowerment Coordinator, International Rescue Committee**

**Ivory Coast**

**Deadline:** January 3, 2017

**Position Description:**
Under the guidance of the Deputy Director Programs, this position is responsible to provide strategic leadership to dedicated WPE program and WPE components, to implement the OEF strategy, as well as support Gender Equality initiatives. The WPE Coordinator will directly be responsible for the implementation of the BPRM funded project and the school related gender based violence prevention and response project funded by Anadarko. The WPE coordinator will also provide technical guidance and advice to the HIV/ERD WPE related components, including 1) GBV response through case management and psychosocial support, 2) prevention, including engaging men and boys 3) training and capacity building of partners, 4) economic and social empowerment (EA$E). **Find more information about the responsibilities of this position** [here](#).

**Qualifications:**

- Minimum 5 year’s professional experience developing, managing, and evaluating GBV Prevention and response programs in post conflict and development contexts
- Demonstrated Skills and Competencies:
  - Strong and demonstrated commitment to women's empowerment and Gender equality
  - Thorough understanding of best practices and evidence-based strategies in GBV response (case management, psychosocial support,) socio-economic empowerment, adolescent girls, gender transformative approach, and GBV primary prevention and risk reduction;
  - Experience implementing GBV response and prevention programs in
collaboration with local partners and providing direct technical support to local organizations and public partners

- Strong project planning and organizational skills
- Previous experience managing programs financed through one or more of the following, BPRM, USAID, or private foundations, with strong program/technical and budget management skills
- Strong planning, reporting, monitoring and evaluation skills;

How to Apply:
Find more information about requisite qualifications and the application process here.

Peace, Security, and Defense Program Manager, Friends of Europe, Brussels, Belgium

Deadline: January 6, 2017

Position Description:
The position will cover a range of policy areas within the field of Peace, Security, and Defense. The Program Manager will help to enhance and develop our programme and increase its impact, and will take on the responsibility for managing an impactful set of events and projects and ensuring implementation.

Responsibilities
- Keep abreast of relevant policy developments and spot opportunities to add value and innovate;
- Build opportunities by drafting timely and relevant program proposals to attract the attention of policymakers, a broad range of stakeholders and funders and;
- Ensure an integrated approach by working across teams and contributing to Friends of Europe’s reputation as a leading think-tank known for its ability to connect citizens to policymakers, facilitate high-quality debates and stimulate change in policymaking.

Qualifications:
- In-depth knowledge of peace, security, and defense issues
- The ability to access the leading thinkers, policymakers, and key
stakeholders
• An understanding of the key issues and key players interested in funding programs
• A minimum of three years’ work experiences in project management, ideally in complex, multi-stakeholder projects
• Excellent written and spoken English – other languages are an asset
• Fast and clear drafting skills
• The ability to work in a high-pressure environment, with flexible working hours
• Experience in team management is an asset
• Eligibility to work in Belgium
• A good understanding of the political environment in Europe today
• Good inter-personal skills to work in a small, multi-cultural team

How to Apply:
Find more information about this position and the application process here.

International Consultant – Gender Advisor, UN Women, Vientiane, Laos

Deadline: March 31, 2017

Position Description:
The overall objective of this consultancy is to provide key technical and coordination support to the UN Women initiatives in the area of women's economic empowerment and resource mobilization that supports the implementation of the UNPF. The consultant will work as an integral part of the project office in Lao PDR. Under the supervision of the Country Manager based in the UN Women Regional Office, the consultant will perform the following key services:
• Technical guidance for the National Coordinator (NC) for WEE for finalization, inception and establishing an implementation system of the Lao country component of the regional women's economic empowerment project (including women market vendor/SME development and WEP/CSR)
• Resource mobilization
• Advocacy (International Women’s Day)
Find more information on the responsibilities of this position here.
Qualifications:

Education

- Master's degree or equivalent in political science, economics, international development, gender studies, law, social science or related field.

Experience

- A minimum of 15 years of relevant experience in technical cooperation, including planning with national counterparts and designing development projects/programmes. The incumbent is expected to have a solid experience in implementing, monitoring and evaluating such development programs;
- Strong technical expertise in women's economic empowerment and women's equal opportunities and treatment as reflected in national development plans and legislation is required;
- Proven work experience in resource mobilisation and relations with the donor community;
- A minimum of 8 years of professional experience in designing and facilitating major international consultations with great understanding of both contents and process of consultations to inform research and programme formulation is required;
- Knowledge of and work experience on gender equality and women's rights with experience in the Asia-Pacific region is required. Those specifically in Lao PDR is an asset;
- Previous experience with UN agencies is an advantage;
- Excellent verbal and written communication skills with particular experience in designing media and knowledge-sharing products and publications is required;
- Ability to work efficiently and responsively within a multicultural environment and in a team;
- Strong commitment to gender equality, human rights and respect for diversity.

Language

- Fluency in oral and written English is required.

How to Apply:

Find more information on requisite qualifications and the application process [here](#).
Program Manager/Associate, One Acre Fund, Ethiopia

Posted: October 20, 2016

Position Description:
African governments have the most presence in rural communities of any entity. One Acre Fund has partnerships with three African governments and is seeking to grow these efforts and establish new partnerships to increase yields for farm families. Our Government Services Unit does not simply write reports and drop them off at government offices - we work closely with national, regional, and local officials to improve the design of services provided by the government and to work side by side with the government in the field to ensure high quality implementation.

In Ethiopia, the Government employs tens of thousands of qualified extension agents with nationwide coverage in many markets. We are working with the Ethiopian government to update the information which the extension system is disseminating to farmers, improve the delivery of this information at the village level, and promote adoption of best agricultural practices to significantly increase yields for farm families. Our current partnership with the extension system affects over 150,000 teff farm families in Amhara Region, and operations involve over 700 extension agents and 7000 model farmers. We are also trialing larger innovations with the extension system, from designing and manufacturing simple handheld tools to improve planting practices to use of new technologies such as video and mobile to get the right information into farmer’s hands.

We are seeking an exceptional individual to join this early-stage team and manage the field operations of this program to enhance farmer education and extension agent field strategies. In addition to ensuring impeccable implementation, you will oversee program planning, expansion, refinement and content creation while building a world-class team. Find more information on the responsibilities of this position here.

Qualifications:
- We are seeking candidates with 3-5+ years of work experience and a demonstrated passion for international development.
- Strong work experiences. Examples include a demanding professional work experience, or successful entrepreneurial experience (e.g. leading a
conference, starting a business, solid Peace Corps accomplishments)
- Leadership experience at work, or outside of work
- A proven passion for developing the skills and leadership capacity of others
- Experience managing multiple projects and the deliverables of others
- Top-performing academic background (include GPA on your resume)
- Humility. We are looking for passionate professionals who combine strong leadership skills with good humor, patience, and a humble approach to service to join our growing family of leaders
- Language: English required

How to Apply:
Find more details on the fellowship program and how to apply [here](#).

**Governance and Peacebuilding Assistant, International Rescue Committee, Mogadishu, Somalia**

**Posted:** November 11, 2016

**Position Description:**
The Governance & Peacebuilding Assistant will work closely with all governance project staff under the direct supervision of the Governance & Peacebuilding Officer. S/He will be the project’s focal person in charge of activity implementation, capacity building of Community Facilitators (CFs), Local Government Administrators (LGAs), youth and women groups and community beneficiaries.

**Specific Responsibilities**
- Work closely with SPL to identify community facilitators, assess their capacity needs and conduct capacity building on topics relevant to the project’s goals and targets;
- Work with CFs and SPL to conduct conflict and gender analysis and devise strategies to ensure broader representation and meaningful participation of women and youth in peacebuilding activities;
- Organize and facilitate activities at community level and support communities and LGAs to develop action plans that are relevant to the program needs and the context in Afgoye;
- In close collaboration with other team members, identify, support and
promote intra and inter clan dialogues and reconciliation activities within and between clans;

- Continuously carry out conflict mapping and analysis with the active involvement of CFs, SPL and devise strategies for strengthening existing relationship but also devise means to resolve conflicts were they exist;
- Ensure the identification and documentation of lessons learned and success stories in program implementation;
- Identify, document and appropriately respond to security concerns/incidents within and between target communities;
- Provide regular reports to the Governance & Peacebuilding Officer on the progress of program activities; and
- Perform any other duties that may be assigned by the supervisor from time to time.

Qualifications:

- Minimum of a diploma in conflict and peace studies, social sciences, development studies, or related field required.
- At least 1 year experience in community-based peacebuilding, governance or conflict mitigation.
- Proven experience in emergency contexts especially Afgoye and entire South Central Somalia.
- Experience in building and maintaining institutional linkages required. Public relations skills required.
- Flexibility to work both in a team and independently.
- Cultural sensitivity, patience and flexibility.
- Demonstrated personal accountability and driven to serve others.
- Experience with community-based participatory methods.
- Proficiency in Microsoft Office suite, including Word, Excel and Outlook required.
- Ability to speak Somalia language is an added advantage.

How to Apply:
Find more information on the application process here.
Women's Protection and Empowerment Coordinator, International Rescue Committee, Ivory Coast

Posted: November 11, 2016

Position Description:
Under the guidance of the Deputy Director Programs, this position is responsible to provide strategic leadership to dedicated WPE program and WPE components, to implement the OEF strategy, as well as support Gender Equality initiatives. The WPE Coordinator will directly be responsible for the implementation of the BPRM funded project and the school related gender based violence prevention and response project funded by Anadarko. The WPE coordinator will also provide technical guidance and advice to the HIV/ERD WPE related components, including 1) GBV response through case management and psychosocial support, 2) prevention, including engaging men and boys, 3) training and capacity building of partners, 4) economic and social empowerment (EASE). Find more information on the responsibilities of this position here.

Qualifications:
- Advanced degree in International Development, Social Work, Women’s Studies, or other related field
- Minimum 5 years professional experience developing, managing, and evaluating GBV Prevention and response programs in post conflict and development contexts
- Strong and demonstrated commitment to women’s empowerment and Gender equality
- Thorough understanding of best practices and evidence-based strategies in GBV response (case management, psychosocial support,) socio-economic empowerment, adolescent girls, gender transformative approach, and GBV primary prevention and risk reduction;
- Experience implementing GBV response and prevention programs in collaboration with local partners and providing direct technical support to local organizations and public partners
- Strong project planning and organizational skills
- Previous experience managing programs financed through one or more of the following, BPRM, USAID, or private foundations, with strong program/technical and budget management skills
• Strong planning, reporting, monitoring and evaluation skills;
• Successful experience in developing new programs in line with strategic goals
• Strong written and oral communication skills, effective in representation and advocacy with external parties;
• Experience managing, supervising, coaching and mentoring staff;
• Proven ability to work well in and promote teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure with professional grace

How to Apply:
Find more information about the application process here.

Regional Gender Equality Advisor, International Rescue Committee, Jordan

Posted: November 17, 2016

Position Description:
The Gender Equality (GE) Regional Advisor will be a key member of the GE Unit working in the Syria Response region. In this role, the GE Regional Advisor will support efforts for country teams to ensure appropriate and significant gender integration into their internal operations and programs. This position will be located in the Syria Response regional office – with significant travel between the countries (Iraq, Jordan, Lebanon and Turkey in particular).

The position will be responsible for guiding country offices in applying principles of gender equality in all operational policies and practices, and will help country staff to set meaningful and targeted goals for more gender equitable internal practices. The position will be responsible for designing and implementing gender equality training and leading office-wide initiatives to spark internal culture change and a universal understanding of gender equal practices for the workplace. The GE Regional Advisor may also adapt or develop tools to support gender analysis and program design for the country offices, and support the staff in applying these methods in their work. The position will work to support the documentation and sharing of best GE practices in their country or regional context to enable GE learning and understanding across country staff. The GE Regional Advisor may also
be responsible for contributing to special initiatives that advance female national staff, including supporting women’s staff groups, advocacy and research, and collaboration with other organizations and sectors serving refugees. The GE Regional Advisor will report to both the Senior Director of the GE Team and the Syria Response Regional Director. Find more information on the responsibilities of this position here.

Qualifications:

**Education**
- Graduate degree in social sciences with concentration on gender or women’s studies preferred; Bachelors Degree required. Background or extensive understanding of humanitarian assistance.

**Work Experience**
- 3-5 years of experience in the humanitarian or development sector with proven track record of integrating gender equality outcomes in operations and humanitarian programs.

**Field Experience**
- At least 2 years field experience in humanitarian settings.

**Demonstrated Skills and Competencies**
- Demonstrated expertise in developing gender analysis and program design tools
- Demonstrated experience/understanding of organizational development and/or HR policies and practices
- Effectiveness in bridging practical guidance and conceptual frameworks
- Experience in developing and administering gender trainings, ability to communicate technical expertise and standards, and implement best practice approaches
- Excellent interpersonal skills and demonstrated ability to develop positive relationships with local and remote team members at multiple levels in the organization
- Ability to work independently and with multi-cultural and multi-disciplinary teams
- Excellence in oral and written communication skills
- Able to transfer technical knowledge and skills, and transform attitudes to improve gender equality

How to Apply:
Find more information about the requisite qualifications and application process here.


Posted: November 28, 2016

Position Description:
Adam Smith International is one of the UK’s leading providers of technical assistance to justice, policing, and defence institutions and agencies in developing and conflict-affected countries. We are currently delivering complex and politically sensitive projects in Africa, the Middle East and Asia. We are looking to expand our existing team of managers by recruiting a position in London.

- Successful candidates will take on key roles in both the delivery of existing projects and the conversion of new business opportunities. This will involve:
  - Providing technical oversight of projects by managing teams of subject matter experts, analysing operating contexts, liaising with beneficiaries and donors, and assuring the quality of deliverables;
  - Contributing to setting the JSP team's business strategy and its implementation by identifying and tracking opportunities, conducting field research, developing technical methodologies, and building expert teams and establishing organisational partnerships;
  - Strengthening our focus on achieving, capturing and demonstrating results through innovative project management, building strong evidence bases, and overcoming complex risks;
  - Working with other technical and geographic teams within the firm to share knowledge, exchange experiences and collaborate in pursuing cross-cutting business opportunities.

Qualifications:
- A postgraduate degree in international development, international relations, political science or other relevant fields from a top-tier university;
- At least two years of relevant work experience preferably in a developing or fragile environment;
- Enthusiasm and flexibility along with a willingness to travel at short notice.
- Strong interest in governance, rule of law, security or conflict reduction in
developing countries;

- Demonstrated experience of using initiative, planning and organisation skills, results-focus and working in complex and time-pressured contexts;
- Outstanding English written and oral communication skills;
- Excellent inter-personal and team management skills;
- Strong attention to detail;
- IT skills including Microsoft Word, Excel, PowerPoint

**How to Apply:**
Find more information on this position and the application process [here](#).

**Southeast Asia Political & Security Risk Analyst, Allan & Associates, London, UK**

**Posted:** Open Call

**Position Description:**
The role involves the analysis of political and security risks throughout the Asia-Pacific region, but with a particular focus on Southeast Asia. The successful candidate will be responsible for contributing to subscription information services and bespoke consulting projects. Where necessary, the analyst will support security consulting operations and may be required to travel within the region. The role will involve some client contact and applicants should be confident presenting to a high-level audience. **Find more information on the responsibilities of this position [here](#).**

**Qualifications:**

*Essential*

- Bachelor’s and Master’s degrees in Southeast Asia Area Studies, International Relations, International Politics, Strategic Studies, or similar. Applicants must be able to demonstrate a specialty in Southeast Asia.
- Detailed knowledge and understanding of key political, security and business risk issues affecting the Southeast Asia region.
- Excellent written English and working proficiency in a regional language (Indonesian Bahasa highly desirable).
- Ability to write clearly, concisely and authoritatively in English to tight deadlines.
Highly presentable with strong verbal communication skills.
Practical experience living, working, travelling or volunteering in Southeast Asia.
IT proficiency and familiarity with MS Office suite.
Strong research skills, an ability to learn quickly and a methodical approach to intelligence gathering tasks.

Desirable
Existing regional network of contacts and sources.
Working knowledge of a second regional language.
Solid understanding of macro-economics.
Familiarity with social-media monitoring as a research tool.
Prior military or security experience.

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

Gender Advisor, Adam Smith International, Gaziantep, Turkey

Deadline: Unknown

Position Description:
Tamkeen is a DFID-funded project to support the development of governance and legitimate institutions at the local level within areas of Syria outside the regime’s control. Tamkeen works at the community level and links upwards with the emerging governance structures at higher levels of local governance. The Programme focuses on establishing diverse stakeholder groups (referred to henceforth as Tamkeen Committees or TCs) that can prioritise their service needs from pre-costed service packages at community level. The services provided through Tamkeen are divided into five sectors, Governance, Infrastructure, Livelihoods, Health, and Education. For each sector, Tamkeen, provides a basic package of services that provide pre-set costing and planning methodologies for communities.

Women are engaged either through women’s sub-committees (WSCs) which work alongside main TCs, or via women sitting on the main TC. Women’s engagement is
supported by a women’s empowerment fund, which provides matching grants to projects implemented by women, and are assisted by Women’s Field Officers (WFOs) and the Gender Specialist.

*Gender Advisor’s Roles and Responsibilities*

In the short-term, the Gender Advisor will review the current Tamkeen structure, provide consultation on improvements to activities related to women’s participation and women’s empowerment across Tamkeen areas, including:

- The activity level and engagement of women in TCs and WSCs
- The type of participation of women TC members and subcommittee members in the grant cycle (e.g. in project planning, community engagement etc)
- The status of training and capacity development for Women TC members and WSC members
- Innovative ideas for increasing the empowerment of women in TCs and WSCs.

**Qualifications:**

- Minimum Bachelors’ Degree, Masters’ Degree desirable
- Excellent written and spoken English
- Arabic is highly desirable but not mandatory
- At least 10 years’ work experience on Gender Issues
- Experience of working on women’s issues in Syria or the wider region desirable

**How to Apply:**

Find more information about this position and the application process [here](#).
Fellowships, Grants, Internships, and Academic Opportunities


Deadline: December 21, 2016

Position Description:
Women In International Security (WIIS) is seeking a gender and global security intern to work part-time (20 hours per week) from January 2017 to June 2017, with the possibility of an extension. Strong candidates should have, or are currently completing, an M.A. in Women’s/Gender Studies, Conflict and Resolution, Security Studies, International Relations, International Law, Political Science, or a related field.

WIIS is the premier organization in the world dedicated to advancing the leadership and professional development of women in the field of international peace and security. WIIS sponsors leadership training, mentoring, and networking programs as well as substantive events focused on current policy problems. WIIS also supports research projects and policy engagement initiatives on critical international security issues, including the nexus between gender and security.

Responsibilities
- Conduct thorough research on topics related to gender and international security;
- Write articles and blogs on topics related to global security;
- Conduct member interviews;
- Coordinate membership services (compile JobsHotline, circulate WIIS Words, initiate networking events);
- Attend and report on key events and discussions relevant to WIIS program objectives;
- Monitor and track programmatic activities and research;
- Organize and help facilitate events and large projects.
Qualifications:

- Excellent written and oral communication skills;
- At least one year of professional experience is strongly preferred;
- Solid organizational abilities and detail-oriented;
- Strong research and computer skills;
- Experience and/or interest in global security and gender issues;
- Current student or recently graduated.

How to Apply:
Find more information on the application process [here](#).

**Strategic Communications and Web Development Intern, Women in International Security, Washington, D.C.**

**Deadline:** December 21, 2016

**Position Description:**
Women In International Security is seeking a strategic communications and web development intern to work part-time (10-20 hours per week) from January 2017 to June 2017, with the possibility of an extension. Strong candidates should have, or are currently completing, an M.A. or B.A. in Communications, Marketing, Web Development, Multimedia, IT, or a related field.

The primary responsibility of the Strategic Communications and Web Development Intern is to assist in the development and implementation of external communications, institutional media campaigns, and web site maintenance and enhancements. These responsibilities will entail attentive and effective communication through the WIIS website and a variety of social media platforms, social bookmarks, and forums. The Strategic Communications and Web Development Intern will also have input in the WIIS web and communications strategies moving forward. Find more information on the responsibilities of this position [here](#).

**Qualifications:**

- A functional knowledge of Wordpress or similar platforms;
Experience with email marketing tools such as Get Response, iContact, MailChimp, ExactTarget, etc;
Innovative ideas and experience working and building campaigns with social media platforms such as Facebook, Twitter, LinkedIn, and Instagram;
Experience working with CSS and HTML; PHP and JavaScript a plus;
Reliable communication and collaboration skills;
Ability to edit, produce, and design content a plus;
Experience with web hosts, databases, and server-side IT experience preferred;
Proficiency using Photoshop, Publisher, Premiere, etc a plus;
Interest in global security issues and gender is preferred;
Must be fluent in English or a native speaker

How to Apply:
Find more information about the application process here.

Policy Oriented Research and Knowledge Management on Women’s Political Participation, United Nations, New York, NY

Deadline: December 30, 2016

Position Description:
Under the direct supervision of the Political Participation Advisor, the Intern will support ongoing research initiatives aimed to develop knowledge products for policy and program guidance on key niche areas on women’s political participation including on: violence against women in elections, Women’s Situation Rooms and women’s political participation at local level.
- Assist with the review of country case studies on Women’s Situation Rooms
- Assist with the preparation of an expert meeting of practitioners and researchers in the field of women’s participation at the local level;
- Provide support to other activities in the Women’s Political Participation area as required.

Qualifications:
- The Intern must have studies in Political Science, Gender, Human Rights International Relations or related field or other similar subject at the
university level.

- Be enrolled in a graduate school program (second university degree or equivalent, or higher);
- Be enrolled in the final academic year of a first university degree program (minimum Bachelor's level or equivalent);
- Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.

**How to Apply:**
Find more details on the fellowship program and how to apply [here](#).

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**Spring Intern – Southeast Asia Program, Center for Strategic and International Studies, Washington, D.C.**

**Deadline:** January 1, 2017

**Position Description:**
The Center for Strategic and International Studies (CSIS) provides strategic insights and policy solutions for decision-makers in government, international institutions, the private sector, and civil society. A bipartisan, nonprofit organization headquartered in Washington, DC, CSIS conducts research and analysis and develops policy initiatives that look into the future and anticipate change.

The Southeast Asia Program at CSIS provides substantive research and dialogue on Southeast Asia policy and regional issues. Since the program began in 2009, the need for a serious and sustained policy focus on Southeast Asia continues to grow. As strategic interest in Asia rises, CSIS remains committed to its position as a premier outlet for research, analysis, and dynamic policy dialogue with Southeast Asia.

CSIS offers full-time internships for undergraduates, graduate students, and recent graduates who are interested in gaining practical experience in public policy. The position is paid.

Interns will contribute to long-term research projects, assist with events hosted by the program, compile the “Southeast Asia from Scott Circle” newsletter, contribute
to the program's social media presence, and provide general support. Find more information about the program and responsibilities [here].

**Qualifications:**
The Southeast Asia Program is recruiting interns who are highly motivated, professional, and have a strong foundation in Southeast Asia studies and international relations/political economy. We operate a fast-paced, dynamic program, and require interns who are detail-oriented and can work independently or as part of a team. Strong preference will be given to candidates who:

- Demonstrate excellent writing and research skills
- Possess a deep grasp of Southeast Asia’s current political climate and history
- Have a positive attitude and outstanding communication/interpersonal skills

**Required Skills**
- Must be at least a college junior in good standing, an advanced student, or a recent graduate.
- Must have at least a 3.0 GPA (on a 4.0 scale) from an accredited U.S. institution or equivalent from a non-U.S. institution.
- Must be able to work in the United States.
- Proficiency with Microsoft Office.

**How to Apply:**
Find more information about requisite qualifications and the application process [here].

**Herbert Scoville Jr. Peace Fellowship**

**Deadline:** January 7, 2017

**Position Description:**
The Herbert Scoville Jr. Peace Fellowship provides full-time six to nine month fellowships for recent college and graduate school alumni to work on international peace and security issues with one of more than two dozen participating public-interest organizations in Washington, DC. Scoville Fellows have the opportunity to work with senior-level staff and to conduct research, write articles and reports, organize talks and conferences sponsored by their host organization, and do public education and advocacy on a range of issues including arms control and
nonproliferation, conflict prevention and resolution, conventional arms trade, environmental and energy security, military budget, and peacekeeping. They may also attend coalition meetings, Congressional hearings, and policy briefings, as well as meetings with policy experts arranged by the program. Scoville Fellows are paid at an annual rate of $36,000 ($3,000 per month), and receive health insurance and travel costs to DC to begin the fellowship. Find more information about the fellowship here.

**Qualifications:**
Candidates must have an excellent academic record and a strong interest in issues of peace and security. Graduate study, a college major, course work, or substantial independent reading that reflects the substantive focus of the fellowship is also a plus. Prior experience with public-interest activism or advocacy is highly desirable. It is preferred, but not required, that such activities be focused on peace and security issues. Candidates are required to have completed a baccalaureate degree by the time the fellowship commences. The program is open to all U.S. citizens and non-U.S. citizens living in the U.S. eligible for employment. Non-U.S. citizens living outside the United States are not eligible to apply. Preference will be given to individuals who have not had substantial prior public-interest or government experience in the Washington, DC area.

**How to Apply:**
Find more information about eligibility requirements and the application process here.

Dissertation Fellowship Award, Academic Council on the United Nations System

**Deadline:** January 12, 2017

**Position Description:**
The ACUNS Dissertation Fellowship Award recognizes emerging students of extraordinary potential who have reached the stage of writing an advanced graduate-level dissertation on a topic of direct and demonstrable relevance to the United Nations and/or the UN system. Applications not thus related to the UN and/or UN system will not be considered.
An important component of the Award for its winner is the recognition of excellence that this entails throughout ACUNS’ global community of scholars and practitioners. The Award also includes a monetary component in the amount of $1,500.00 US. In addition, the winner is encouraged to attend the ACUNS Annual Meeting in that same year, where she/he will be introduced and recognized as the Award winner. In that case, the winner will receive an Annual Meeting registration fee waiver (worth up to $150 of the registration fee) plus an additional award of up to $500 following the Meeting for the reimbursement of related travel and accommodations costs.

The Dissertation Award winner is encouraged to consider in the future submitting some written product to ACUNS’ journal, Global Governance. Use of any materials, however, will be at the discretion of the journal editorial team and the normal peer review process.

Qualifications:
Applicants for the award should already be a student member of ACUNS. Information about joining ACUNS can be found on our website. If you are an applicant from the Global South whose financial status may preclude them from purchasing a membership, please contact admin@acuns.org. Eligible candidates may be citizens of any country and must be entering the writing stage of a PhD, JSD, or LLM level degree—for example, a doctoral candidate who has defended her/his dissertation proposal and who has completed the majority of field research, and who now is writing a first draft of the dissertation. It is not intended for students who already have completed, or who are about to complete, the writing, or who are about to defend their thesis. If you have any questions, or are not clear whether your application falls within the guidelines, you should contact the ACUNS Secretariat prior to submitting your application, at admin@acuns.org.

How to Apply:
Find more details on the fellowship program and how to apply here.

Postdoctoral Teaching and Research Fellowship, U.S. Naval War College, Newport, RI

Deadline: January 16, 2017

Position Description:
This postdoctoral teaching and research fellowship is a one year (up to 13 months) in-resident appointment beginning July 2017 and is renewable for a second year. Teaching requirement is no more than two seminar sections (single preparation with only 14-16 students per section) within the common core Theater Security Decision Making (TSDM) course that runs for approximately twelve weeks beginning in mid-August. Postdoctoral fellows may also opt to offer an elective class in one of their areas of expertise, but this is not a requirement of the position. Scholarly research conducted pursuant to the fellowship should contribute to the field of security studies. Expectations are high in both teaching and research.

**Qualifications:**
Candidates must have a recent Ph.D. concentrating in one or more relevant areas such as international relations, regional studies, foreign policy analysis, U.S. foreign policy, or leadership studies. Additional desirable qualifications include teaching experience and a publication record that demonstrates a promising scholarly agenda. Ph.D. candidates who will be completing by July 2017 are encouraged to apply. This position is open only to U.S. citizens.

**How to Apply:**
Find more details on the fellowship program and how to apply [here](#).

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**International Affairs Fellowship in Nuclear Security**

**Deadline:** January 16, 2017

**Position Description:**
The International Affairs Fellowship (IAF) in Nuclear Security, sponsored by the Stanton Foundation, offers university-based scholars valuable hands-on experience in the nuclear security policymaking field and places selected fellows in U.S. government positions or international organizations for a period of twelve months to work with practitioners. The IAF in Nuclear Security closes the gap between research and practice and enriches the teaching and scholarship of academics, while also benefiting policymakers by exposing them to cutting-edge scholarly research. Find more information about the responsibilities of this position [here](#).

**Qualifications:**
• Tenure or tenure track position
• U.S. Citizen
• 29-50 years’ old
• Former Stanton nuclear security fellows who meet the eligibility can apply

How to Apply:
Find more information on requisite qualifications and the application process here.

Next Generation Leaders Program, The McCain Institute for International Leadership, multiple cities

Deadline: February 17, 2016

Position Description:
Geared to mid-career professionals, this yearlong, fully funded professional development program empowers emerging global leaders through The McCain Institute’s tailored professional development experience. The program offers a unique blend of professional development, exposure to top-level policymakers and formal training in leadership. At four junctures throughout the year, the program provides hands-on training focused on values, ethics and leadership, media and communications skills; and best practice examples of American business, political and civic life. A key aspect of the program is each NGL’s preparation of an individual Leadership Action Plan (LAP). Aimed at defining the tangible steps and actions the NGLs will take to bring about positive change in their home communities, the LAP becomes the central project of the development year. Find more information about the program here.

Qualifications:
Applicants should be in their mid-career, possess working proficiency in English with a high-degree of professional, academic and work achievements. Aspiring Next Generation Leaders (NGLs) must demonstrate commitment to highest level of ethical leadership, show decisive recommendations that substantiate their leadership qualities, and make a commitment to return to their home environment at the end of the program year.

How to Apply:
Find more information on the requisite qualifications and application process [here](#).

**Internship – Multiple Subject Areas, Foundation for Defense of Democracies, Washington, D.C.**

**Deadline:** Unknown

**Position Description:**
Based in downtown Washington, D.C., the Foundation for Defense of Democracies has a number of internship opportunities available. All FDD interns will have the opportunity to participate in a twice-monthly speaker series, which brings high-level DC officials and senior staff members to engage with interns in an intimate setting. FDD interns will be encouraged to build on their academic skills by working closely with senior staff. FDD is also happy to assist students who wish to earn academic credit for this internship. All internships are unpaid.

Find more information on the internships available [here](#).

**Qualifications:**
- Must be at least a college junior (third year) in good standing.
- Must have at least a 3.2 GPA (on a 4.0 scale).
- Should have a relevant course of study and have completed coursework in any of the following fields: International Relations, Security Studies, History, Communications, Journalism, International Economics or Political Science.
- Interns should have knowledge of Microsoft Office programs, including Word, as well as basic Excel skills.
- Must be able to commit to a minimum of 22 - 40 hours per week.
- Must be eligible to work in the United States

**How to Apply:**
Find more information on the application process [here](#).

**Internship, Global Co Lab, Arlington, VA**

**Deadline:** Unknown
Position Description:
This is a unique opportunity for a young person who is passionate about the mission of the Global Co Lab Network, a new virtual NGO based in Arlington, VA. The “Co Lab” is a “do tank” that empowers intergenerational engagement focused on teens and millennial, incubating initiatives out of carefully designed informal gatherings such as living room salons, utilizing mindfulness and design lab philosophies. The Intern will help scale the Co Lab and also helping us grow our first project, Teens Dream. The Intern will be helping to put together a major event for teens dream, and will be designing and implementing salons around topic areas to help build the Millennial – Boomer Wisdom Bridge. All internships (part-time or full-time) accommodate a flexible schedule, are virtual which means you can work in your space or the co-work space provided by the Co Lab in Clarendon, VA, likely a combination. While internships are unpaid, all effort is given to ensure that interns get exposure and an expanded network, interesting work, a letter of recommendation, a flexible work schedule, a cool place to work, advice on future employment, and we hope you will have a great experience.

Qualifications:
- Strong computer skills
- 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 presentation
- Sense of humor and positive attitude
- Ability to manage multiple tasks simultaneously and meet deadlines

How to Apply:
Applicants should first familiarize themselves with the Global Co Lab Network’s websites. If interested, please send a cover letter and resume to lstaheli@globalcolab.net Linda Staheli is the Founding Executive Director of the Co Lab where she works with a team of advisors and volunteers. Linda has worked for 30 years building global science and technology engagements, at the State Department, White House Science Office, National Institutes of Health, CRDF Global and is now passionate about how best to engage inter-generationally around challenges that foster trust, collaboration and action. She was a MacArthur Fellow
who helped create Women in International Security (WIIS) in 1987 and became Co President of WIIS twenty years later.


Posted: November 30, 2016

Position Description:
CSIS seeks one full-time intern to support the International Security Program (ISP) on administrative issues and general research efforts. ISP focuses on global security challenges, and the management of the United States Department of Defense. Key research areas include defense relations between the United States and other countries, emerging threats and challenges to U.S. national security, United States force posture and global force management, and overall national security policies. Because of the fast paced work environment, interns should be motivated self-starters that enjoy a wide variety of research, analytic, and logistical task work. Find more information on the responsibilities of this position here.

Qualifications:
- The position is open to both graduate and undergraduate students. Undergraduates must have Junior standing or above in a 4-year college or university
- Proficiency with Microsoft suite highly desirable
- Must have at least a 3.0 GPA (on a 4.0 scale) from an accredited U.S. institution or equivalent from a non-U.S. institution
- Strong written and verbal communication and interpersonal skills
- Experience with foreign and security policy research
- Ability to work independently
- Interest in defense and national security issues

How to Apply:
Find more information about requisite qualifications and the application process here.
Research Intern, Syria Institute, Washington, D.C.

Posted: November 30, 2016

Position Description:
We are looking for qualified undergraduate- and graduate- level winter and spring interns. This is an exciting opportunity not only to support our Syria-related research initiatives, but also to contribute to TSI's growth and development. Interns will be a valuable part of our small team and will gain substantive experience. We are looking for people who are willing to dive in and enthusiastically support a variety of research, organizational development, and administrative efforts. Our interns will be encouraged to attend relevant events and take part in other activities that will help deepen their knowledge of the Syria conflict and U.S. policymaking. Find more information on the responsibilities of this position here.

Qualifications:
- Fast learner who takes initiative and can function independently when needed
- Ability to balance multiple priorities in a high-pressure environment
- Detail-oriented
- Basic understanding of the dynamics of the conflict in Syria
- Prior research experience, work with social science datasets, and/or policy analysis skills
- Excellent writing and editing skills
- Arabic language skills highly desirable, Russian, Kurdish, or Farsi a plus
- Graphic design, coding, GIS/mapping skills a plus
- Experience traveling, learning, working in the Middle East is a plus
- Integrity, professionalism, and a desire to be part of the solution

How to Apply:
Find more information on the application process here.

Global Advocacy Intern, Human Rights Watch, New York, NY

Posted: December 9, 2016
**Position Description:**
The student will intern closely with the Deputy Director for Global Advocacy and members of the UN team in New York. The intern will monitor the work of the United Nations in New York, perform various short- and long-term research assignments, liaise with UN officials, and assist with building and maintaining a database of advocacy contacts. The intern will also have the opportunity to attend internal advocacy strategy meetings and external meetings with UN officials and diplomats. Other duties and projects will be assigned as they arise. Ideally, the candidate will be available for 35 hours per week from mid-September to mid-December.

Internships are unpaid. Students are often able to arrange academic credit, as HRW internships often offer direct exposure to the workings of an international human rights organization, close supervision by the HRW staff, interaction with other US and international organizations, and foreign and domestic government officials, and opportunities to attend lectures, trainings, and special events relating to human rights. Students should check with their individual academic institutions for requirements.

**Qualifications:**
Applicants should have a strong interest in some combination of international human rights, international relations, and social change. Applicants should demonstrate precise attention to detail, the ability to follow instructions, conscientiousness about checking one’s own work, a positive attitude, a proactive approach, and good judgment. Proficiency in Microsoft Word and Excel are required. The intern must be a student for the duration of the internship term.

**How to Apply:**
Find more information about the application process [here](#).