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Employment Opportunities (National)

**Research Analyst, Stimson Center, Washington, DC**

**Deadline:** April 18, 2018

**Position Description:**

The Henry L. Stimson Center, a nonpartisan policy research center, seeks a highly-motivated individual to join the team as a full-time Research Analyst for the Nuclear Safeguards and Nuclear Security Programs.  The successful candidate will have an MS degree or equivalent and/or combination of education and professional experience in applied basic physics, nuclear or radiological engineering.

The position requires the application of basic physics, materials science, nuclear or radiological engineering principles to provide solutions and policy options primarily for the management and permanent disposal of spent nuclear fuel, but also for the security of nuclear materials across the nuclear fuel cycle. The position involves significant components of research and projects in the field of nuclear safeguards and nuclear security, involving a range of actors, including government, industry, academia and civil society. The position operates at the intersection of science and policy with time split between the Nuclear Safeguards Program (70%) and Nuclear Security Program (30%).  It provides the opportunity to ensure that policy is scientifically-informed.

**Research:**

* Network with relevant individuals and institutions fostering the exchange of ideas and building issue consensus; act as liaison on a safeguards working group, and for media, and other external audiences
* Develop and consistently expand knowledge of nuclear safeguards, security and scientific trends in back-end disposal options and safeguards and security 'by design'
* Develop and initiate significant components of research and/or advocacy projects of assigned areas in national and international nuclear safeguards and security that will expand knowledge, advance debate and impact policy, particularly in ensuring policy is scientifically-informed
* Monitor, evaluate, and issue briefings about current news and other research developments in nuclear safeguards and security
* Construct original research and written materials including occasional papers, commentaries, reports, articles and issue briefs to disseminate research findings and express policy options
* Evaluate and suggest areas of new research that can advance project goals and objectives and further the Stimson Center's mission.

**Project Management:**

* Plan activities, products, and priorities with the Director, Nuclear Safeguards and Program Manager, Nuclear Security; adjust plans as may be appropriate when responding to changing environments
* Devise plans for and implement outreach efforts including via social media, conference papers, presentations and other speaking engagements and interviews, mass mailings, and information requests
* Provide day-to-day supervision of junior research staff and interns as may be assigned
* Prepare interim and final funding reports
* Maintain content of project web-site and oversee listserv administration
* Proofread and copy-edit project publications
* Plan and coordinate logistics for meetings, press conferences, seminars and other special events.

**Business Development:**

* Cultivate new relationships with funders and partners
* Network with relevant individuals and institutions fostering the exchange of ideas and building issue consensus
* Develop research for and preparation of funding proposals, as may be assigned
* Conceive, research and develop new fundable project ideas in consultation with senior research staff and management that align program research priorities with potential funding sources
* Act as liaison on project committees, media, and other external audiences
* Other duties as assigned and in keeping with the general theme of the position
* The above specified tasks may not be the only duties assigned. Employees will be required to carry out any other job-related instructions requested by their supervisor, subject to reasonable accommodations.

**Education, Skills and Experience:**

* MS degree or equivalent in applied basic physics, materials science, nuclear or radiological engineering, with 4-5 years relevant experience or equivalent
* Detail-oriented organized, with strong project management skills
* Excellent writing skills and public-speaking ability
* Demonstrated ability to work effectively within a complex, fast-paced environment
* Able to think strategically yet also be a program implementer

**Supervisory Responsibility:**Project intern(s); research assistants/associates, as may be assigned

**Application Instructions:**Submit a cover letter, resume, and two writing samples by COB on April 18, 2018. Find more information [here](https://stimson.applicantpro.com/jobs/753286.html).

**Asia-Pacific Regional Program Lead, Center for Civil-Military Relations (Monterey, CA)**

**Deadline:** April 27

The Center for Civil-Military Relations (CCMR) in the School of International Graduate Studies at the Naval Postgraduate School (NPS) invites applications for the position of Senior Lecturer / Lecturer as the Defense Governance and Management Team (DGMT) Asia Pacific Regional Program Lead. We are seeking candidates with expertise in defense institution building, security cooperation, the political-military dynamics of the Asia Pacific region, and experience working with country teams and partner-nations in a consultative type environment. Further, we seek candidates with skills in the areas of: project curriculum development and instruction, research and analysis, project and activity coordination and synchronization, monitoring and evaluation, and leading and managing high op-tempo teams.

We are seeking a colleague to join an entrepreneurial and growing team dedicated to working with partner nations, to support institutional capacity and capability development and the enabling of effective, transparent, and accountable defense establishments in support of U.S. and other regional objectives.

|  |
| --- |
| Minimum qualifications:Requires a graduate degree in a relevant functional area: international relations, political science, foreign affairs, defense and strategy, economics or related field that supports the DGMT’s research, analysis and monitoring needs* Evidence of teaching aptitude
* Experience working with the leadership of foreign defense sectors (ministry, joint/general staff, Service Headquarters) in DIB focus areas (strategy, policy, and planning; human resource management; resource management; and logistics) is preferred
* Must currently hold or be eligible for a Secret clearance
* U.S. citizenship
* Ability and willingness to travel
 |

Applications and related questions should be sent to: **Steven Peterson**sdpeters@nps.edu or Thomas Davies trdavies@nps.edu.

**Security Information Analyst Officer P2- FIT Pool- All Locations, World Food Programme**

**Deadline**: April 26, 2018

**Position Description:**

Job Purpose:

To analyse and contextualize security information that identifies potential impact on WFP personnel, assets and operations, contributing to WFP’s security ability to acquire, process and effectively communicate security threat information supporting decision-making and ensuring operational success.

Key Accountabilities (not all-inclusive):

Under the general supervision and guidance of the most senior Security Officer at the duty station

* Contribute to the management of information relevant to security, including acquisition, examination, collation, analysis and dissemination, exercising good understanding of business requirements and supporting planning and decision-making at the operational level.
* Monitor security incidents, daily situation reports, local media and other open sources to support security information analysis ensuring that it is based on a wide range of reliable sources.
* Conduct research on security threats and risks, identify appropriate sources and validate acquired information ensuring relevance, reliability and accuracy that contributes to comprehensive security information analysis.
* Address security information requirements by applying agreed approaches and methodologies in security information analysis consistent with WFP and wider United Nations security information management policies, guidelines and procedures.
* Contribute to research on specific threat factors to support activities of the Crisis Management Team contributing to the effective response to specific security incidents.
* Contribute to and/or prepare accurate and timely security updates, security analysis reports, statistics and trends analysis for supervisor’s review supporting with relevant information other security reports.
* Contribute to the development of security information management guidelines and procedures to improve security information analysis and reporting.
* Contribute to conflict analysis assessing security implications on WFP personnel, assets and operations to support WFP’s access strategy, improve conflict-sensitive and gender-sensitive programming and protectionrelated efforts.
* Maintain effective security information management mechanisms enabling rapid and co-ordinated information management and exchange.
* Maintain collaboration within and outside WFP for effective information sharing on security analytical papers, security situation, threats, risk analysis and trends contributing to information sharing cohesion.
* Provide inputs for presentations and briefings to WFP personnel, donors and partners on security developments in specific countries/regions, as appropriate.
* Take responsibility for incorporating gender perspective in all areas of work, to ensure equal participation of women and men.
* Other duties as required.

Standard Minimum Requirements:
**Education**:

* Advanced University degree in Security Management, International Relations, Law or other relevant field, or First University degree with additional years of related work experience and/or training/courses.

**Working Experience**:

* A minimum of three (3) years professional experience in security information analysis, conflict monitoring, conflict risk assessment or early warning.

**Language**:

* Fluency (level C) in both spoken and written English.
* Intermediate knowledge (level B) of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP’s working languages).

DESIRED EXPERIENCE/KNOWLEDGE FOR ENTRY INTO THE ROLE

* Knowledge of methodologies for information acquisition, examination, collation and analysis.
* Strong writing skills with a demonstrated ability to research and draft clear, concise conflict analysis briefs.
* Excellent analytical and conceptual skills; strong organisational skills.
* Knowledge of open source research techniques.
* Knowledge of core values and competences of the United Nations Ability to work both with minimal supervision and as part of a team.
* Ability to deliver outputs by agreed deadlines, sometimes at very short notice.
* Ability to establish effective working relations with persons of different national and cultural backgrounds.
* Strong communication skills to maintain working relations with persons in different units and geographical locations.
* Strong ability with MS Word, Excel as well as MS PowerPoint or similar application.

Terms and conditions:
Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years. Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational.

Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, relocation entitlement, travel and shipment allowances, 30 days’ annual leave, home leave, an education grant for dependent children, pension plan and medical insurance.

Please visit the following websites for detailed information on working with WFP:

* [http://www.wfp.org](http://www.wfp.org/). Click on: “Where we work” and “Our work” to learn more about WFP’s operations.
* [http://icsc.un.org](http://icsc.un.org/). Click on: Quick Links > Salary Scales > by date

To learn more about countries where the UN operates: [http://www.unstaffmobility.org](http://www.unstaffmobility.org/)

**Female applicants and qualified applicants from developing countries are especially encouraged to apply.**

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.

How to apply:

For more information on how to apply, please click [here.](https://www.devex.com/jobs/security-information-analyst-officer-p2-fit-pool-all-locations-544789)

**Security Information Analyst Officer P3 – FIT Pool – All Locations, World Food Programme (WFP)**

**Deadline:** April 26, 2018

**Job description:**

To independently analyse and contextualize complex security information that identifies potential impact on WFP personnel, assets and operations, formulating well-based judgements enabling WFP’s security to acquire, process and effectively communicate security threat information supporting decision-making and ensuring operational success.

KEY ACCOUNTABILITIES (not all-inclusive)

Under the general supervision and guidance of the most senior Security Officer at the duty station

* Manage information relevant to security including acquisition, examination, collation, analysis, and dissemination, ensuring good understanding of business requirements and contributing to planning and decision-making at the operational and strategic levels.
* Monitor security incidents, daily situation reports, local media and other open sources to enable security information analysis ensuring that it is based on a wide range of reliable sources.
* Conduct in-depth research on security threats and risks, identify appropriate sources and validate acquired information ensuring relevance, reliability and accuracy that informs complex security information analysis.
* Independently identify and address security information requirements by applying agreed approaches and methodologies in security information analysis consistent with WFP and wider United Nations security information management policies, guidelines and procedures.
* Conduct research on specific threat factors to support activities of the Crisis Management Team ensuring effective response to specific security incidents.
* Prepare accurate and timely security updates, security analysis reports, statistics and trends analysis, strategic warnings and assessments contributing to other security reports with important inputs.
* Contribute to the development of security information management guidelines and security operating procedures, consistent security advisories and recommendations to improve security information analysis and reporting.
* Provide conflict analysis assessing security implications on WFP personnel, assets and operations to support WFP’s access strategy, improve conflict-sensitive and gender-sensitive programming and protection-related efforts.
* Provide technical inputs to inform the quality, consistency and standardisation of security reporting and analysis.
* Maintain an effective security information management mechanism enabling rapid and co-ordinated information management and exchange.
* Work in close collaboration with internal counterparts and external partners to align security analysis activities with wider programmes.
* Build and maintain partnerships within and outside WFP establishing information networks for effective information sharing on security analytical papers, security situation, threats, risk analysis and trends contributing to information sharing cohesion.
* Prepare comprehensive presentations and briefings to WFP personnel, donors and partners on security developments in specific countries/regions, as appropriate.
* Contribute to the provision of technical advice, guidance and training to other WFP personnel building their capabilities on security information analysis and enhancing performance.
* Take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men.
* Other duties as required.

Standard Minimum Requirements:
**Education**:

* Advanced University degree in Security Management, International Relations, Law, Political Science, Social Science, Conflict Analysis, Criminology, or other relevant field, or First University degree with additional years of related work experience and/or training/courses.

**Working Experience**:

* A minimum of five (5) years professional experience in security information analysis, conflict monitoring, conflict risk assessment or early warning.
* Experience in international humanitarian assistance or development.
* Experience in working in teams with multicultural staff with related areas of expertise.
* Experience in conducting research projects, perform studies on practical security matters and developing analytical reports and briefings related to security, conflict and/or early warning.

**Language**:

* Fluency (level C) in both spoken and written English.
* Intermediate knowledge (level B) of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP’s working languages).

Desired experience:

* Good knowledge and understanding of methodologies for information acquisition, examination, collation and analysis.
* Strong writing skills with a demonstrated ability to research and draft clear, concise conflict analysis briefs.
* Excellent analytical and conceptual skills; strong organisational skills.
* Good knowledge of open source and social media research techniques and knowledge in information security;
* Knowledge of core humanitarian principles.
* Knowledge of core values and competences of the United Nations.
* Ability to work both with minimal supervision and as part of a team.
* Ability to deliver outputs by agreed deadlines, sometimes at very short notice.
* Ability to establish effective working relations with persons of different national and cultural backgrounds.
* Strong communication skills to develop and maintain working relations with persons in different units and geographical locations.
* Strong ability with MS Word, Excel as well as MS PowerPoint or similar application.

Terms and Conditions:
Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years. Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational.

Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, relocation entitlement, travel and shipment allowances, 30 days’ annual leave, home leave, an education grant for dependent children, pension plan and medical insurance.

Please visit the following websites for detailed information on working with WFP:

* [http://www.wfp.org](http://www.wfp.org/). Click on: “Where we work” and “Our work” to learn more about WFP’s operations.
* [http://icsc.un.org](http://icsc.un.org/). Click on: Quick Links > Salary Scales > by date

To learn more about countries where the UN operates: [http://www.unstaffmobility.org](http://www.unstaffmobility.org/)

**How to apply:** Please click[**here.**](https://www.devex.com/jobs/security-information-analyst-officer-p3-fit-pool-all-locations-544791)

**Security Information Analyst Officer P4- FIT Pool, All Locations, World Food Programme**

**Deadline:** April 26, 2018

**Post description:**

To independently analyse and contextualize complex security information that identifies potential impact on WFP personnel, assets and operations, formulating well-based judgements enabling WFP’s security to acquire, process and effectively communicate security threat information, supporting decision-making and ensuring operational success.

KEY ACCOUNTABILITIES (not all-inclusive)

Under the general supervision and guidance of the most Senior Security Officer at the duty station

* Lead the identification of business requirements and coordinate security information analysis influencing solid planning and sound decision-making at strategic level.
* Monitor security incidents, daily situation reports, local media and other open sources to enable comprehensive and reliable security information analysis.
* Conduct and/or coordinate comprehensive research on security threats and risks determining information relevance, validity and reliability of sources ensuring security information analysis is readily-made available for decision-making.
* Evaluate and address complex security information requirements by applying agreed approaches and methodologies in security information analysis consistent with WFP and wider United Nations security information management policies, guidelines and procedures.
* Conduct and/or coordinate research on specific threat factors providing solid recommendations to support activities of the Crisis Management Team ensuring effective response to specific security incidents.
* Review and/or provide analytical security updates, security analysis reports, statistics and trends analysis, strategic warnings and assessments contributing to other security reports enhancing stakeholder understanding and decision-making.
* Develop security information management strategies, policies, guidelines and security operating procedures, consistent security advisories and recommendations ensuring improvement and that security analysis strategy is aligned with the overall organizational security reporting requirements.
* Provide comprehensive conflict analysis assessing security implications on WFP personnel, assets and operations to influence WFP’s access strategy, improve conflict-sensitive and gender-sensitive programming and protection-related efforts.
* Provide oversight, guidance and technical advice to drive the quality, consistency and standardisation of security analysis processes, practices and reporting ensuring information harmonization across WFP.
* Develop and foster security information management mechanisms enabling rapid and co-ordinated information management and exchange.
* Coordinate cross-functionally at different levels contributing to the development of a common operating picture and to the determination of risks to the organization.
* Proactively build and maintain important partnership networks within and outside WFP for effective information sharing on security analytical papers, security situation, threats, risk analysis and trends enhancing information sharing cohesion.
* Represent WFP at different forums contributing to strategic and technical discussions, exchange of knowledge and experience ensuring effective advocating for WFP position.
* Prepare and/or provide presentations and briefings to WFP personnel, donors and partners on security developments in specific countries/regions, as appropriate.
* Provide technical advice, guidance and training to other WFP personnel building their capabilities on security information analysis and enhancing performance.
* Take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men.
* Other duties as required

Standard Minimum Requirements:
**Education**:

* Advanced University degree in Security Management, International Relations, Law, Political Science, Social Science, Conflict Analysis, Criminology, or other relevant field, or First University degree with additional years of related work experience and/or training/courses.

**Working Experience**:

* A minimum of eight (8) years professional experience in security information analysis, conflict monitoring, conflict risk assessment or early warning.
* Experience in international humanitarian assistance or development.
* Experience in managing teams with multicultural staff with related areas of expertise.
* Experience in leading research projects, perform studies on practical security matters and developing analytical reports and briefings related to security, conflict and/or early warning.
* Experience in developing policies, guidelines and standing operating procedures. Experience in managing security-related projects.

**Language**:

* Fluency (level C) in both spoken and written English.
* Intermediate knowledge (level B) of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP’s working languages).

Desired experience:

* Expert knowledge and understanding of methodologies for information acquisition, examination, collation and analysis.
* Expert writing skills with a demonstrated ability to research and draft clear, concise conflict analysis briefs.
* Excellent analytical and conceptual skills; strong organisational skills.
* Experienced in leading research open source and social media research projects and consideration of matters of information security.
* Certified in the United Nations Department of Safety and Security (UNDSS)-managed Security Analysis Process and Practice (SAPP) course with a minimum of 80% pass mark.
* Good knowledge of United Nations Security Management System (UNSMS) policies.
* Good knowledge of core humanitarian principles and of security-related challenges in humanitarian assistance.
* Good understanding of core values and competences of the United Nations.
* Ability to manage the delivery of outputs by agreed deadlines, sometimes at very short notice.
* Ability to lead with persons of different national and cultural backgrounds.
* Excellent communication skills to develop and maintain working relations with persons in different units and geographical locations.
* Strong ability with MS Word, Excel as well as MS PowerPoint or similar application.

TERMS AND CONDITIONS
Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years. Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational.

Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, relocation entitlement, travel and shipment allowances, 30 days’ annual leave, home leave, an education grant for dependent children, pension plan and medical insurance.

Please visit the following websites for detailed information on working with WFP:

* [http://www.wfp.org](http://www.wfp.org/). Click on: “Where we work” and “Our work” to learn more about WFP’s operations.
* [http://icsc.un.org](http://icsc.un.org/). Click on: Quick Links > Salary Scales > by date

To learn more about countries where the UN operates: [http://www.unstaffmobility.org](http://www.unstaffmobility.org/)

**Female applicants and qualified applicants from developing countries are especially encouraged to apply.**

**How to apply:** For more information on how to apply, please click [here.](https://www.devex.com/jobs/security-information-analyst-officer-p4-fit-pool-all-locations-544793)

**Security Officer P3 – FIT Pool, World Food Programme (WFP)**

**Deadline**: April 26, 2018

**Position Description:**

To support the management of WFP’s security operations to enable the effective delivery of programmes that meet food assistance needs and maintain the security and safety of WFP personnel, activities and facilities.

KEY ACCOUNTABILITIES (not all-inclusive)

Under the general supervision and guidance of the **Manager**, the Security Officer will be responsible for the following key duties:

CORE TECHNICAL

* Keep up to date with and advise upon local security developments and issues and the potential impact upon WFP activity to inform security and operational activities
* Monitor and maintain an effective security management communications system that enables rapid and coordinated security activities.
* Supports emergency security preparedness practices to meet emergency food assistance needs.
* Supports the monitoring and evaluation of WFP activities, providing technical analysis and information as required, to support the assessment of activity impact.
* Prepare accurate and timely reporting, e.g. mandatory Field Security reports that enable informed decision making and consistency of information presented to stakeholders.
* Facilitate training sessions as required to build the security capabilities of WFP and external partners.
* Provides technical advice, guidance and support e.g. security assessments and plans to Country Offices to strengthen the capacity within security and crisis management, contributing to the development of country strategy, policies and planning.
* Contribute to the development of systems and tools for the monitoring and assessment of security situation needs in line with innovative methodologies and best practices.
* Act with autonomy in an assigned emergency response capacity as required, to meet emergency food assistance needs.

Soft Skills:

* Maintain productive relationships with local partners to align activities with wider programmes and ensure compliance with security policies and guidance.
* Assist with communications and negotiations to garner security guarantees or “acceptance” within communities for WFP to operate, including in some cases within NSAG’s areas of control.
* Represent WFP at local and inter-agency meetings e.g. Security Co-ordination Cells to present relevant security issues and contribute to technical discussions, exchange of knowledge and experience.
* Manage junior security staff, providing coaching and guidance as required to ensure appropriate development and enable high performance.
* Take responsibility for incorporating gender perspective in areas of work, to ensure equal participation of women and men.
* Other duties as required.

Standard Minimum Qualified Required:

**Education**:

* Advanced University degree in Security Management, Risk Management; International Relations, Law Enforcement, Analytics, or other relevant field; OR first University degree with additional years of related work experience and relevant training/courses.
* A diploma obtained from Military/Police Academy with qualifying relevant experience may be accepted in lieu of the first University degree.

**Working Experience**:

* A minimum of five (5) years working experience in Security and Safety Management in the context of an international organization or NGO or relevant military/police experience.
* Experience in international humanitarian.
* Experience deployed in a multicultural environment with related areas of expertise.

**Language**:

* Fluency (level C) in both spoken and written English.
* Intermediate knowledge (level B) of another official UN language (Arabic, Chinese, French, Russian and Spanish) or Portuguese (one of WFP’s working languages).

Desired experience:

* Sound understanding of security risk management concepts and humanitarian principles.
* Provided technical support on security operations, advice to strengthen the security function.
* Ability to assimilate and analyse complex issues using independent judgment and anticipate potential strategic impact.
* Ability to deliver effective training, assessing participant needs and responding flexibly.
* Ability to coordinate action/reports with security entities of other UN agencies, funds and programmes.
* Relevant knowledge to develop, manage and control budgets.
* Managed personnel within related areas of expertise.
* Knowledge of common business principles and processes, and the ability to quickly assimilate UN/WFP specific processes and systems.
* Strong ability with MS Word, Excel as well as MS Power Point or similar application.

Terms and conditions:
Selected candidates will be placed in the FIT Pool and may be contacted as the needs arise for fixed-term international positions in any of the countries in which WFP operates, including hardship duty stations. The FIT Pool membership will last 2 years. Mobility is and continues to be a core contractual requirement in WFP. These positions are rotational which means that the incumbent shall be subject to the regular reassignment process unless the position is reclassified as non-rotational.

Professional level positions are rotational on a period of 2 to 4 years, mobility is the essence of WFP.

WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, relocation entitlement, travel and shipment allowances, 30 days’ annual leave, home leave, an education grant for dependent children, pension plan and medical insurance.

Please visit the following websites for detailed information on working with WFP:

* [http://www.wfp.org](http://www.wfp.org/). Click on: “Where we work” and “Our work” to learn more about WFP’s operations.
* [http://icsc.un.org](http://icsc.un.org/). Click on: Quick Links > Salary Scales > by date

To learn more about countries where the UN operates: [http://www.unstaffmobility.org](http://www.unstaffmobility.org/)

**Female applicants and qualified applicants from developing countries are especially encouraged to apply.**

**How to apply:** Click [here.](https://www.devex.com/jobs/security-officer-p3-fit-pool-544787)

**Senior Program Manager, Open Society Foundations, New York, NY**

**Deadline:** April 27, 2018

**Position Description:**

The Strategy Unit helps Open Society staff create, implement, and assess “living strategies” that can be used to signal plans, share new ideas, align actions, delegate authority, budget resources, and hold themselves accountable. We add value by bridging various perspectives throughout the strategy and budget cycle, soliciting staff input and serving as their advocates while advancing the goals of OSF’s leadership. In all our efforts, we try to embody values that OSF strives for in its internal culture: transparency, collaboration, responsibility, inclusion, and informed risk-taking. These characteristics are enabling conditions for living strategy at OSF.

The Strategy Unit’s two-person assessment function helps staff maintain the integrity of OSF’s work through continuous learning for improvement. Crucial to this is establishing a space where staff can be open in critiquing their decision making, where management and board members can advise them constructively and be kept apprised of outcomes, and where colleagues from within and outside the unit can contribute to and learn from the discussion. At OSF, this space has primarily taken the form of portfolio reviews. The team supports staff in preparing and conducting these reviews. As a complement to this emphasis on reflection, we are increasingly encouraging units to better track and understand the outcomes of their efforts through expanded assessment methods that can directly inform course correction and strategy updates. At the same time, sensitivity to issues of agency and attribution should be inherent. The team also works with Strategy Unit planning colleagues to help program staff anticipate their assessment needs at the planning stage, encouraging them to build an integrated approach.

**Job Profile:**

Reporting to the Division Director for Planning and Assessment, the Senior Program Manager will lead and own our assessment work by serving as the primary resource for staff on all aspects of assessing, learning from, and adjusting Open Society program strategies. This role will be essential in helping to cultivate, shape, and implement a vision for assessment culture and practice at OSF. Alongside their assessment role, they will also pursue a variety of other projects to deepen OSF’s efforts to build strong, assessable strategies, alongside or in support of the Division Director and in partnership with other Strategy Unit staff and program colleagues from across the network. The Senior Program Manager role may involve any or all of the following and/or similar activities:

* drawing on existing practice inside and outside the Foundations, assemble and build consensus around a set of principles and expectations for assessment of open society programming
* design an advisory and support system for ensuring that Open Society programs and foundations have approaches to assessing their work that reflect those principles and expectations
* working closely with fellow team members responsible for strategy planning, deepen integration of constituent units’ planning and assessment functions, especially at the portfolio level
* guide the continued evolution of the foundations’ main vehicle for reflective practice, the portfolio review, while encouraging and helping to develop an expanded approach to assessment
* strengthen programs’ and foundations’ ability to limit bias in their decision making by pairing reflective practice with evidence of results, working in partnership with the OSF library/research services
* contribute to thinking and support dialogue regarding assessment at the institutional level, helping to identify and track the hallmarks of open society work, irrespective of context

**Application Instructions:**Please include a cover letter and resume, and upload as one document when submitting an application. Apply [here](https://osfglobal.wd5.myworkdayjobs.com/OSF/login?redirect=%2FOSF%2Fjob%2FNew-York%2FTeam-Manager_JR-0000920%2Fapply).

**Communications Director, National Organization for Women (NOW), Washington, DC**

**Posted:** April 17, 2018

**Position Description:**

The National Organization for Women (NOW) seeks a talented Communications Director to help develop the organization’s communications strategy from the ground up.

NOW is dedicated to intersectional grassroots activism to lead societal change, promote feminist ideals and eliminate discrimination. NOW’s advocacy for women’s equality encompasses six core issues:

* Reproductive rights and justice;
* Ending racism and achieving racial justice;
* Winning civil and human rights for lesbian, gay, bisexual, transgender, queer, intersex and asexual (LGBTQIA) people;
* Ending violence against women;
* Securing economic justice for all women; and
* Amending the U.S. Constitution to include women’s equality.

NOW is looking for a Communications Director with experience leading overall communications strategy and a strong background in both media relations and online advocacy. Knowledge of social justice advocacy, and a passion for grassroots, intersectional feminist activism are essential.  The ideal candidate will also have experience managing a website redesign.

The Communications Director will report to the president of NOW.

Responsibilities Include:

General

* Develop and implement an external and internal communications strategy that uplifts NOW’s core values and message. This includes press, digital media, communication with our chapters and affiliates, and online fundraising.
* Serve as a thought-leader to strategize with our staff on upcoming campaigns and initiatives.
* Keep abreast of developments in the communications sector that could foster greater, more efficient dissemination of NOW's message.
* Recruit and manage communications staff and coordinate with consultants.
* Create trainings and ongoing development of the communications team, conferring regularly with the president, and working in conjunction with other departments and teams, and providing board reports.
* Manage online editorial calendar and identify new opportunities for digital engagement.
* Edit content for the email fundraising/advocacy program.
* Manage resolution process at our annual convention.
* Other duties and projects as assigned.

Media Relations

* Keep abreast of news on women's rights issues and respond quickly to breaking news impacting NOW’s core issues.
* Proactively seek out earned media opportunities with both established and burgeoning outlets.
* Respond to interview requests and prepare spokespersons for interviews.
* Write press releases, op-eds, and other media materials.
* Direct paid media including designing and placing advertising.
* Direct owned media and internal publications including annual conference program book, brochures and photo archive.

Digital Media

* Oversee the redesign of National NOW’s website.
* Oversee the creation of a digital media strategy that includes paid advertising, social media, and digital media campaigns.
* Facilitate new opportunities for NOW in the digital communications space.
* Oversee the creation of digital content such as advocacy videos and webinars.

Partnerships

* Facilitate new partnerships with leading organizations in the social justice realm.
* Find new areas of interest for working partnerships that extend outside of traditional women’s rights (i.e. immigrant rights, racial justice, LGBTQIA rights).
* Work with our allies' on the Hill and in the nonprofit sector to create topline communications campaigns around our primary issues.

### **QUALIFICATIONS INCLUDE:**

* Minimum 8-10 years related communications experience.
* Strong staff and project management experience.
* Experience and established relationships with the press.
* Experience with online advocacy and/or fundraising.
* Strong written and oral communications skills.
* Proficiency in Google Drive and Microsoft Office.
* Proficiency in social media, particularly Facebook and Twitter.
* Basic CRM and CMS skills.
* Passion for women's rights and intersectional feminism.
* Ability to work well with diverse individuals across age, race, socio-economic, ability, sexual orientation, gender identity and other lines.
* Spanish speaker is a plus.
* Experience with a nonprofit membership organization is a plus.

### **HOW TO APPLY**

Please email your cover letter, a writing sample and resume to settleson@gmail.com, subject line: “NOW --Communications Director.” Applications will not be considered without all requested information. No phone calls please.

**Communications Associate, Charles and Lynnn Schusterman Family Foundation**

**Overview:** The Charles and Lynn Schusterman Family Foundation (Schusterman) is a global organization that seeks to ignite the passion and unleash the power in young people to create positive change. Schusterman pursues its mission by working collaboratively with others to support and operate high-quality education, identity development, leadership training and service programs designed to help young people cultivate their growth as individuals and as leaders. Schusterman’s work emphasizes efforts to improve public education in the United States, strengthen the global Jewish community and Israel, and enhance the quality of life in our founders' hometown of Tulsa, OK.

Responsibilities: The Communications Associate is a member of the global Communications team and is based out of Schusterman’s Washington, D.C. office. The Communications Associate will work with Schusterman grantmaking and program teams to develop content, campaigns and social media strategies that support and amplify the work of Schusterman and its partners and programs. The Communications Associate will have the opportunity to experiment with new forms of media and technology to reach and empower others to make a positive impact in their local and global communities.

 **Qualifications**: The qualified candidate will possess a minimum of 3 years of relevant professional experience and a high level of demonstrated skills, maturity, judgment and ability to work with a wide range of constituencies. Additional qualifications include:

Required:

• Bachelor’s degree.

 • Excellent written and verbal communication skills.

• Demonstrated ability in writing and storytelling for print and digital media, as well as for diverse audiences.

• Demonstrated expertise with social media platforms, including but not limited to Facebook, Twitter, YouTube and Instagram.

 • Proficiency with technology, including CRM systems, email distribution platforms and social media tools.

 • Demonstrated ability to manage projects and deliver a high-quality work product in a fast-paced environment.

• Excellent interpersonal skills necessary to develop cooperative working relationships with supervisory personnel, co-workers, grantees, program participants and the general public.

• Ability to exercise discretion and tact in difficult or confidential situations and an ability to project a positive, professional image to the public. • Proficiency with Microsoft Outlook, Word, Excel and PowerPoint and general web skills.

Preferred: • Knowledge of the Education sector, Jewish life, Jewish community and/or Israel. • Knowledge of Salesforce, Salesforce Marketing Cloud and/or Drupal

**How to Apply**

Interested applicants should submit a cover letter and resume to jobs@schusterman.org with a subject line of “Communications Associate”.

Additional information about Schusterman can be found at [www.schusterman.org](http://www.schusterman.org).

**Deputy Director/ Operations Director, Washington Monthly**

**Posted:** April 10, 2018

**Post description:**

 Washington Monthly, a nationally recognized political magazine in its 49th year of publication, is looking for an entrepreneurial, high energy, solutions-oriented **Deputy Director/Operations Director**.

The Washington Monthly was founded on the notion that a handful of plucky young writers and editors, armed with an honest desire to make government work and a willingness to ask uncomfortable questions, could tell the story of what really matters in Washington. In our cluttered little downtown DC office, we’re still doing what we have done for more than 49 years, and what fewer and fewer publications do today: telling fascinating, deeply reported stories about the ideas and characters that animate America’s government.

We don’t chase news cycles, or obsess over the endless political horse race. We care about how the government can be improved, and why it hasn’t; who’s a fraud and who isn’t; which ideas ought to be banished from the nation’s capital and which ones deserve to be championed.  We’re an independent voice, listened to by insiders and willing to take on sacred cows—liberal and conservative.

Organized as a 501c(3) nonprofit since 2002, the Washington Monthly magazine -- along with its highly trafficked website -- is known for its independent voice and ability to change policy debates in Washington and beyond.

We are seeking a senior-level team member who will have responsibility for a wide range of publishing-side activities.

**Responsibilities Include**:

* **Financial Planning and Reporting:**Budget development and implementation; financial management and reporting.
* **Business Operations:** Manage several part-time staffers who handle a variety of business and personnel operations, from author payments to office supplies to health insurance.
* D**evelopment:**Participate in the formulation and execution of foundation proposals and grant reports; coordinate online and other individual donor fundraising campaigns.
* **Publication of Print Magazine:** Pre- and post-publication activities related to printing and distributing the magazine, in coordination with the editorial, business, and advertising staff.
* **Publication of Digital Products:**Participate in the operations and further development of the organization’s website, e-mail newsletters, and social media.
* **Circulation & Fulfillment:**Subscriber/member acquisition, renewal programs, maintenance of database, coordination with fulfillment company.

**Qualifications include:**

* A Bachelor’s degree and at least five years of broad experience in at least some of the areas above, preferably in a non-profit environment, with an eagerness to be trained in the other areas.
* Communications and marketing experience.
* An interest in and commitment to the work of the Washington Monthly.
* Superior writing and critical thinking skills.
* Highly developed organizational and multi-tasking skills.
* Quick-study, self-starter with the ability to work with – and bring order to – a team of obstreperous journalists.

To apply: send cover letter, resume, and salary requirements to settleson@gmail.com, subject line: Washington Monthly – Deputy Director.

**Senior Program Assistant, Advocacy and Public Policy, PATH, Washington, DC**

**Posted date**: April 4, 2018

**Position Description:**

PATH is an international organization that drives transformative innovation to save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health.

With dedicated staff members across five countries and collaborators in several others, the Advocacy and Public Policy team influences policy and priority setting processes at the global, national and subnational levels. PATH’s advocacy focuses on ensuring decision-makers have the right support and information to make evidence-based decisions to improve the health of vulnerable populations around the globe.

The Sr. Program Assistant will support efforts across a broad range of administrative activities, including direct support to the Vice President and selected cross-Advocacy & Public Policy meetings/efforts. The Vice President of Policy and Advocacy is part of the leadership of PATH’s Global Engagement and Communications Division and provides leadership, direction and oversight to PATH’s Advocacy and Public Policy efforts.

**Responsibilities:**

* Overall management responsibility for the VP’s calendar and schedule, including identification of issues, selecting participants, prioritization, and collecting and disseminating background and follow up information.
* Serve as the primary administrative contact for the VP and Advocacy & Public Policy team, handling confidential and sensitive information appropriately.
* Provide a project management focus to integrating key deliverables for the VP and Advocacy & Public Policy team. Establish and manage approaches to ensure on time delivery.
* Plan and manage domestic and international travel for the VP and occasionally for other members of the Advocacy & Public Policy team by working with PATH's travel agent and internal travel management teams. Complete required documentation prior to travel and submission of travel expenses following trip completion.
* Provide support to the VP in setting agendas, taking notes and following up on meetings as well as identifying and solving problems and basic project planning and management, working closely with other members of the APP leadership team.
* Schedule, organize, set-up, attend, and support regular and ad hoc meetings with the Advocacy & Public Policy team and other members of the PATH community.
* Support meetings, events, and video/teleconferences across time zones, including preparation of meeting materials and optimal use of audio/video communication technologies.
* Manage and update the Advocacy & Public Policy SharePoint sites and contact management system and maintain team archives and files in Box.
* Assist with information gathering, preparation, editing, review and production of various communications materials to ensure quality, including internal/external correspondence, PowerPoint Presentations, proposals, reports and other materials as required.
* Engage as a partner to other assistants in APP and across PATH in assuring efficient coordination of leadership schedules, meetings, deliverables, etc.
* Coordinate other events as needed.
* Provide other administrative support to the VP and Advocacy & Public Policy team as needed.

**Qualifications:**

Required skills and experience:

* Associate’s degree required, Bachelor’s degree preferred. Plus a minimum of 1-3 years of directly related experience including responsibility for directly supporting a senior manager in a complex organization or international organization preferred, may be an equivalent combination of education and experience.
* Must have experience working in a professional environment.
* Experience working with colleagues at a distance a plus.
* Strong organizational skills and composure needed to work within a fast-paced work environment, including proven ability to prioritize competing demands effectively and adapt easily and quickly to changing priorities.
* Strongly demonstrated interpersonal skills and diplomacy, coupled with sound judgment and problem-solving capabilities.
* Exceptional oral and written communication skills.
* Excellent team player who can engage in ways that enable and continuously improve overall team efficiency.
* Collaborative working style with the ability to independently and proactively initiate and coordinate projects across departments within a large organization.
* High level of attention to detail and ability to work well under deadlines.
* High integrity and ability to maintain confidentiality.
* Excellent computer skills using MS Office Suite required, including high-level proficiency in creating and editing documents in Word and PowerPoint, creating and maintaining SharePoint sites, and operating all aspects of Skype for Business (SFB).
* Ability to create and maintain tracking and data management systems and version control.
* Demonstrated ability to work with virtual teams, including effective use of SFB, Skype, web conferencing, video-conferencing and teleconferencing.
* Appreciation for challenges of managing across multiple time zones.
* Interest in global development/health and advocacy.

**Application Instructions:**

Please be sure to indicate that you saw this position on Globaljobs.org. For more information click [here](https://path.silkroad.com/epostings/index.cfm?fuseaction=app.presubmission).

**Senior Program Manager, Nuclear Security, CRDF Global, Arlington, VA**

**Posted date:** March 30, 2018

**Position Description:** CRDF Global is seeking a Senior Program Manager to lead CRDF Global support for two programs of the U.S. Department of State Partnership for Nuclear Threat Reduction (PNTR). These programs focus on building capacity in partner countries to counter insider threats at nuclear facilities and to detect and disrupt activity that provides financial or material support to the Democratic Republic of North Korea’s nuclear and missile programs.

The Senior Program Manager (SPM) will serve as team lead for PNTR-funded activities and oversees implementation of a portfolio of projects to ensure delivery is consistent with scope, schedule and budget. This includes supervision of project managers, coordination across internal departments, and managing budgets to ensure financial targets are met. The SPM works closely with the CRDF Global Client Relationship Manager and Nuclear Security Practice Area (NSPA) Director, and contributes to building and developing the relationship with the Department of State.

The SPM will have substantial involvement in sustaining current funding levels and expanding the program through creative approaches to nuclear security and counterproliferation. The position will serve as the technical lead for proposal development efforts ensuring high-quality, technically sound submissions that are responsive to funder requirements.

**Responsibilities:**

* Serves as technical lead for nuclear security and counterproliferation at CRDF Global; advises leadership and staff on international best practices in preventing the proliferation of nuclear and radiological materials, technologies and expertise.
* Develops curricula and conducts trainings for international audiences under assigned portfolio
* Supervises planning and execution of projects, manages program-level management tasks including, interfacing with funder(s), program planning, budgeting, reporting, monitoring and evaluation.
* Draws on understanding of NSPA strategy to work with institutes, host governments, and the funder(s) to design and implement programs and mission-oriented projects. Examples include: supporting and organizing international training activities related to nuclear security and counter-proliferation, procurement of equipment or other services, and providing logistics support to activities led by others.
* Manages and recruits staff; actively supports professional development of direct reports.
* Represents CRDF Global at external events; makes presentations to educate others about the program
* Represents CRDF Global at domestic and international events, including leading delegations; conducting site visits and attends conferences, meetings, workshops and /or training sessions.
* Supports other programs and staff as required

**Qualifications:**

* 8-10 years’ work experience including international project or program management experience
* Demonstrated leadership of nuclear security and counterproliferation programs
* Strong understanding of nuclear nonproliferation, nuclear security and counter-proliferation landscape; expertise on facility-level security and DPRK preferred
* Strong track record of winning new work and program growth
* 2 years' experience developing curricula and delivering training to international audiences on nuclear nonproliferation topics
* Bachelor’s Degree required, Master’s Degree preferred
* 2 years’ experience supervising staff
* Experience working with program budgets and familiarity with U.S. Government regulations
* Strong written and verbal communication skills including ability to present to internal and external clients
* Strong diplomatic and negotiating skills and good judgment
* Willing and able to travel domestically or internationally
* Security clearance or ability to obtain clearance preferred
* U.S. work authorization

**Application Instructions:** CRDF Global offers a competitive salary and benefits package. To apply, please complete our online application and include a cover letter and resume. Apply [here](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=12761&clientkey=60D95AD41D660419D67A1DE4E498FD49%22).

**Resident Scholar- Counter- terrorism and Transnational Islamist Movement, Arabia Foundation, March 30, 2018**

**Posted date:** March 30, 2018

**Position description:** The Arabia Foundation, an independent Washington DC-based think tank focused on the geopolitics and socioeconomics of the Middle East, with a particular focus on the Arabian Peninsula, is seeking a resident scholar with expertise on counter-terrorism and transnational Islamist movements.

**Qualifications:**

* Intimate knowledge of transnational Sunni and Shi’a networks such as Al-Qaeda, ISIS, the Muslim Brotherhood, Hezbollah, and Iranian proxy networks;
* Intimate knowledge of counter-terrorism (CT), countering violent extremism (CVE), and counter-terrorist financing (CTF) strategies, doctrines, policies, and programs in Middle East states, the US, Europe, China, and Russia;
* Master’s degree or Ph.D. from a top-rated university with an outstanding academic record in political science, international studies, history, social sciences, religious studies, security studies, Middle Eastern studies, or a related discipline with a focus on the Middle East;
* Minimum three years’ experience as a think-tank fellow or equivalent OR university post-doctoral candidate and/or professor OR senior government policy professional or equivalent OR senior correspondent or journalist;
* Minimum one year experience researching or working in the Middle East;
* Distinguished track-record of publication in tier-one English language media, foreign policy journals, and/or peer-reviewed academic journals;
* Candidates must be first-rate writers with a strong authorial voice, unique perspective, and demonstrated ability to think creatively;
* Candidates must be comfortable appearing on television, radio, being quoted on the record, and speaking at conferences;
* Candidates must be comfortable networking with leading DC-area policymakers, academics, journalists, and think tank professionals;
* Candidates must be comfortable mentoring junior researchers.

**Application Instructions:**

Applicants are requested to send a curriculum vitae, a list of publications (w/hyper-links), a cover letter which details their research interests and priorities, and the contact details of three references in one combined PDF file via e-mail to info@arabiafoundation.org. Please be sure to write “Resident Scholar” in the e-mail subject heading. Please note that incomplete applications will not be reviewed.

**Legal Assistant, U.S. Committee for Refugees and Immigrants, Washington, DC**

**Posted date:** March 30, 2018

**Position description:** USCRI is seeking a full-time, Legal Assistant for the Legal Services Program. The Legal Services Program provides professional immigration legal services to low-income refugees and immigrants and their families with family and humanitarian-based immigration matters before the U.S. Citizenship and Immigration Services (USCIS), Immigration and Customs Enforcement (ICE), the Executive Officer for Immigration Review (EOIR), and the Department of State (DOS). The Legal Assistant will provide administrative and case support to Staff Attorneys representing clients in immigration matters.

**Duties and Responsibilities:**

* Assist attorneys with the intake process for potential clients including but not limited to scheduling and conducting screenings of individuals seeking immigration benefits;
* Assist attorneys in preparing clients for filings before U.S. Citizenship and Immigration Services, the Executive Office for Immigration Review, and Domestic Custody Court;
* Assist in office operations, including case management, data entry and maintenance, invoicing, and reports;
* Assist with the supervision and training of interns;
* Make appropriate referrals to other service providers and relevant community partners;
* Maintain a basic knowledge of relevant laws, policies and trends in immigration law affecting the target population;
* Support client communication and build alliances between immigrant and non-immigrant groups, civic, social, and faith-based communities;
* Provide administrative support to program staff; and
* Other duties as assigned by attorneys and/or supervisor

**Requirements:**

* Bachelor’s degree or combination of education and relevant administrative support or paralegal experience;
* Minimum of 2 years of experience providing administrative support required;
* Experience working with immigrants, low-income communities, children, survivors of domestic violence, survivors or sexual assault, or other gender-based violence;
* Good communication skills, flexibility, and good humor highly desirable;
* Ability to manage and prioritize multiple projects and competing priorities;
* Proficiency in Microsoft Office, Outlook, Excel, Word, and PowerPoint and other database systems;
* Ability to work independently and as a team member with a high level of motivation and ability to meet goals;
* Fluency in Spanish is required; and
* Excellent professional judgement;

**Physical Demands:**

* Use of manual dexterity, tactile, visual, and audio acuity;
* Use of repetitive motion, prolonged periods of sitting and standing, and sustained visual and mental applications and demands; and
* Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

**Application Instructions:**Please submit a resume with cover letter describing your interest and qualifications with your online application. References will be required at time of the final interview. No telephone calls please. Position will remain open until filled. Find out more information [here](https://workforcenow.adp.com/jobs/apply/posting.html?client=immandrefu).

**Research Assistant, Center on the United States and Europe, The Brooking Institution, Washington, D.C.**

**Posted date:** March 26, 2018

**Position description:** The Research Assistant works under the supervision of the Director and the Associate Director of the Center on the United States and Europe (CUSE) to provide comprehensive research support, as well as administrative support and coordination, for the day-to-day operation of the Center and for certain CUSE events. Research topics include U.S.-European relations, European foreign and security policy, U.S. alliances and grand strategy, and other international affairs topics. In addition to this research support, the Research Assistant also serves as point of contact for travel and media-appearance scheduling for certain scholars and works as a team member to provide general programmatic support across the Center.

**Responsibilities:**

**Research Support (50%)**

* Supports the CUSE Director as well as other CUSE scholars, as assigned, in all aspects of policy research, including support in the drafting of books, papers, opinion pieces, and blog posts, presentations, and speeches.
* Collects data from various sources including libraries, government documents, and personal contacts; reads sources for relevance to research themes; assembles data, documents, and reports.
* Updates and checks existing data and footnotes; fact-checks, edits, and proofreads publications.
* Compiles bibliographies and chronologies; writes briefing memos; prepares notes on meetings and conferences; creates and maintains spreadsheets and databases.
* Reviews, proof reads, and edits CUSE publications, transcripts, and other event documents as directed by the Associate Director of CUSE and, on occasion, for other staff, by request.
* Works with Communications staff to update the Project’s page on the Brookings website and social media accounts; posts CUSE content and event information to the website.
* Coordinates with CUSE and Communications staff to ensure publications are distributed to relevant and interested parties in a timely and efficient manner.
* Maintains and expands databases on relevant subject matter, statistics, and forecasts as necessary.

 Event Coordination (25%)

* Assists CUSE Director, Associate Director, and Fellows in planning and scheduling conferences (including major CUSE events in Washington, D.C., and abroad), roundtables, briefings, meetings, associated travel, and other events.
* Manages implementation of relevant CUSE events; coordinates among Director of CUSE, Associate Director of CUSE, Senior Fellows, Foreign Policy (FP) Communications staff, Central Communications, and Conference Services to facilitate logistical arrangements for events and conferences. Coordinates development of invitations, announcements, and guest lists; liaises with event speakers and their staffs; reserves meeting spaces; arranges for catering; procures audio-visual equipment and necessary event services.
* Proactively monitors event-day implementation of plans and resolves problems.
* Tracks costs and retains receipts for conferences, meetings, roundtables, and events.
* Maintains calendar and record of events and activities, and conveys to relevant FP staff.
* Coordinates the maintenance and updating of mailing and invitation lists for CUSE publications and events, as well as other contacts databases of officials, experts, journalists and regional actors relevant to transatlantic affairs, Europe, and the broader region.
* Keeps detailed and accurate records of event participants and materials.
* Maintains CUSE contact database, including updating and expanding information on all contacts.

**General Programmatic and Administrative Support (25%)**

* Provides administrative support and coordination to CUSE Director and Fellows as needed; assists with scheduling, managing contact lists, handling correspondence and other administrative duties as requested.
* Works closely with CUSE and Brookings Institution staff to ensure Center’s activities are carried out in accordance with guidelines and processes of the Foreign Policy program and the Institution.
* Updates and compiles information for CUSE staff meeting agendas.
* Assists Associate Director of CUSE in preparing financial reports, coding expenses and invoices, tracking payment requests, and completing timesheets.
* Meets regularly with the Center staff to coordinate networking activities, schedules, and programmatic duties.
* Works with the Associate Director to orient new CUSE staff and handles exit procedures.
* Provides guidance to interns on administrative tasks.
* Handles staff travel reimbursement requests and reimbursements from conference and event participants.
* Conducts other relevant work and participates in CUSE activities as needed.

#### **Qualifications:**

A bachelor’s degree is required (degree in international relations or political science, preferred). Minimum two years of relevant work experience (including strong experience in event coordination and planning, and office management) is required. European work or study experience is preferred.

**Knowledge/Skills Requirements:**

Research: Must possess knowledge of European and U.S.-Europe policy issues and be able to conduct directed, professional foreign policy research using primary and secondary sources. Must be able to conduct literature reviews and compile, organize, and proofread bibliographies and chronologies.

Writing: Strong writing skills are required. Must be able to summarize Brookings public events for publication on Brookings website; able to co-author blog posts with a scholar; and able to draft literature reviews, event invitations, and short publications or sections in longer papers with supervision from a scholar.

Organizational skills: Must possess excellent organizational skills with high level of attention to detail; be able to fact check and copy edit publications; and be able to multi-task and complete tasks in a timely manner.

Communication skills: Must possess excellent communications skills, with ability to interact with all levels of internal and external stakeholders required. Fluency in Turkish preferred.

Interpersonal skills: Must possess the poise, tact, discretion, and mature judgment to handle and respond appropriately and professionally in high-pressure atmosphere.

Technical skills: Must be able to effectively use the Internet; and should possess advanced proficiency in Microsoft Office applications including Office 365.

Must be legally authorized to work for any employer in the United States.

#### **Application Instructions:** Find more information [here](https://careers-brookings.icims.com/jobs/1729/research-assistant%2C-center-on-the-united-states-and-europe/login?mobile=false&width=890&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240).

**US Associate, Saferworld, Washington, D.C.**

**Posted date:** March 26, 2018

**Position Description:** Saferworld is an independent non-governmental organization that works to prevent violent conflict and build safer lives. We work with civil society, governments and international organizations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Under our 2017-2021 Strategic Plan, we:

·         Strengthen people’s security and justice

·         Challenge gender norms that drive conflict

·         Encourage inclusive and just transitions to peace

·         Promote global peace and security, and

·         Support conflict-sensitive international engagement in conflict contexts.

The US remains the pre-eminent power in an era of profound insecurity and geopolitical division. Deep bipartisan divides underpin huge dilemmas over how the US should define its global role and deal with international conflicts and threats. Saferworld believes all administrations should use the US’s great military, economic and political power to prevent conflict and build peace.

The focus of this post is to help to ensure an influential voice for Saferworld in US peace and security debates and decision-making processes. As the US is perhaps the most significant actor on global security and conflict issues, this is an important role. Our strategy needs to reflect how conflict policies are made in the US and how best Saferworld’s peacebuilding perspective, experience and analysis can be fed into them.  Themes for engagement will include crisis management and military intervention, counter-terrorism (CT), countering/preventing violent extremism (C/PVE), stabilization, forced displacement and migration, gender norms that drive and perpetuate conflict, and defense, security and intelligence cooperation (including arms trade and arms proliferation).

**Qualifications:**

We are seeking to attract an individual to help us build understanding of what drives conflict, and how to solve it, from the perspective of people living through it. Applicants must be talented, committed, experienced individuals ready to help us change the conversation, as we work to build demand for – and practical uptake of – peacebuilding options for resolving crises and threats.

**Application Instructions:** Candidates are encouraged to submit their applications promptly as they will be assessed on a rolling basis. Find more information [here](https://globaljobs.org/jobs/15754-washington-dc-saferworld-us-associate).

**Women for Afghan Women, Executive Director, New York, NY**

**Deadline:** June 30, 2018

**Position description:** The Executive Director will serve as the senior leader for a dynamic, visionary, and critically needed organization. WAW’s next Executive Director will be responsible for developing and implementing the organization’s strategic plan and helping the organization navigate intensely challenging times. S/he will be oversee WAW’s $9 million budget, programs, and operations, working most closely with a talented and dedicated leadership team and 19 full- and part-time staff members in New York, two full-time staff members in Washington DC and over 750 staff members in Afghanistan. The Executive Director will play a leading role in all fundraising, management, advocacy, and outreach efforts. This position reports directly to a longstanding and engaged Board of Directors.

**Primary Responsibilities:**

**Strategic Vision**

* Develop, implement, and regularly update a strategic plan to ensure WAW’s programmatic impact, as well as operational and fiscal health
* Ensure that that the organization holds itself accountable for meeting strategic goals and consistently utilizes data to drive decisions and set priorities
* Support and amplify an organizational culture and behavioral standards that reflect the values that animate WAW’s mission

**Program and Operations**

* Serve as the primary interlocutor for United States government, civil society, religious organizations, and the government of the Islamic Republic of Afghanistan
* Supervise the execution of WAW’s programs and grants, communications, development, and advocacy to realize the organization’s mission
* Hire and retain competent, qualified staff and ensure positive employee engagement
* Promote active and broad participation by volunteers
* Ensure ongoing effectiveness of security and operational plans
* Create and maintain a culture of transparency and accountability at all levels of the organization

**Finances**

* Oversee official records and documents; oversee regular financial and programmatic audits and tax returns; and ensure compliance with all federal, state, local, and other regulations, as well as donor requirements
* Provide responsibility for WAW’s fiscal integrity and reporting, including, but not limited to, the submission to the Board of a proposed annual budget, annual reports, and monthly financial statements, as well as supervising the financial reporting to donors and other stakeholders
* Undertake fiscal management that anticipates budget constraints, while ensuring maximum and efficient resources utilization
* Ensure compliance with all donor-imposed restrictions and reporting requirements

**Development**

* Maintain and expand relationships with donors, coalitions, partners, and other stakeholders in order to raise WAW’s profile and enhance opportunities for WAW to affect change
* Supervise fundraising and development efforts necessary to support WAW’s mission with a focus on long term sustainability and diversifying funding sources
* Develop strong relationships with institutional and individual donors to ensure ongoing awareness of WAW’s activities and support for WAW’s programs

**Board Engagement**

* Work closely with WAW’s Board of Directors to support and guide WAW’s mission as an *ex officio* member of the Board
* Communicate effectively with the Board in order to ensure it has all of the information necessary to make informed decisions
* Provide leadership in developing program, organizational, and financial plans and reports with and to the Board of Directors
* Execute policies authorized by the Board and engage Board in generative work to develop strategies and action plans

**Communications/Advocacy**

* Build WAW’s advocacy and policy efforts and raise the visibility of WAW as a voice for gender justice in US and Afghan policy discussions
* Supervise the ongoing refinement of WAW’s public messaging and communications strategy
* Act as spokesperson for WAW and actively create opportunities for WAW beneficiaries and supporters to share their stories
* Develop relationships with journalists, academics, authors and other influencers working in the field of human rights in Afghanistan and the Afghan diaspora
* Be comfortable and effective in community convenings, public policy briefings, and other forums that require public speaking
* Regularly write op-eds and other persuasive advocacy pieces
* Identify and optimize opportunities in print, broadcast, and digital and social media, to highlight the contributions of WAW stakeholders

 **Application Instructions: S**ubmit resume and cover letter to **WAWexecutivedirectorsearch@gmail.com**. Find more information [here](https://www.idealist.org/en/nonprofit-job/af34bc687afd4bcbbffbc41afa5f9aa1-call-for-applications-women-for-afghan-women-executive-director-women-for-afghan-women-queens).

**Director Sections 2 – International Law, American Bar Association, Washington, D.C.**

**Posted date:** March 27, 2018

**Position description:** The American Bar Association seeks a Director to oversee and manage its more than 17,000-member Section of International Law. Housed in the ABA’s Washington, DC office, the Section is a leader in the development of policy in the international arena, the promotion of the rule of law, and the education of international law practitioners. The Section focuses on an array of international legal issues and is involved in a wide variety of substantive legal activities. The Section’s purpose is to promote interest, activity, and research in international law and to further its development; increase knowledge among members of the legal profession; promote professional relationships with lawyers in other countries; and advance the rule of law around the world.

Provides overall management and direction to an ABA membership entity, providing strategic direction and procedural guidance to member leaders and staff. Provides leadership for all member entity programmatic activities, including, but not limited to: committee project implementation, CLE program development, governance management, policy creation, legislative efforts, meeting planning, membership recruitment and retention efforts, member diversification, technology delivery systems, marketing efforts, non dues revenue development, publication input, and creation and maintenance of the entity budget. When needed, participates as a leader/member on ABA committees/task forces to provide leadership and guidance, serving as a resource on issues of importance to the association. Conceiving and assessing new ideas, collaborations, and opportunities, especially as they related to new member benefits.

**Education**

Bachelor’s Degree from four-year college or university (or equivalent experience)

#### **Qualifications**

Basic Qualifications

* 10-15 years of relevant managerial experience
* Experience in one or more of the following environments is preferred: association, legal, nonprofit
* Demonstrated ability to prioritize and manage multiple simultaneous responsibilities
* Excellent written and verbal communication skills
* Demonstrated ability to establish and maintain successful interpersonal relationships with staff and member leaders
* Management experience working with boards of directors and multiple committee and membership structures is a must

Preferred Qualifications

* An advanced degree in law, management or business.
* Experienced in financial and budgetary management

**Application Instructions:** Find more information [here](https://www5.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=12112&esid=az).

**Research Officer, Women’s Refugee Commission, New York, NY**

**Posted date:** March 27, 2018

**Position description:** WRC is a credible source of evidence-based research for advocacy, and growing as a leader in the humanitarian sector in participatory research approaches. WRC’s research has historically helped to shape the humanitarian agenda—specifically in the areas of sexual and reproductive health, gender-based violence, disabilities, adolescent programming, and livelihoods/ cash. The Women’s Refugee Commission is dedicated to the enhancement and support of interdisciplinary, high-quality research, to continue to inform its advocacy.  The focus of WRC’s program assessment, monitoring and evaluation supports practical improvements in advocacy, policy and programming among crisis-affected populations.

Research activities underway at the WRC include:

* Implementation of independent research projects- prevalence studies, assessments and evaluations.
* Review and standardization of study protocols. Exploration of methods that best ensure inclusion.
* Development of research, assessment, monitoring, and program evaluation tools, methods, and guidance to enhance ethical practices and participatory methods in the field.
* Dissemination of research methods and results through manuscripts, conferences, meetings, and other activities.
* Internal capacity building around research methodologies and program evaluation.
* Identify funding opportunities for WRC research and evaluation and develop proposals.
* Maintain updated research and program evaluation governing documents.
* Participation in humanitarian sector research working groups and relevant associations.

**Scope of Work:**

The Senior Advisor for Research will report directly to the Director, SRH Program, and be accountable to the research working group at the WRC. The Senior Advisor for Research will be responsible for the following:

**Responsibilities**:

* Support institutionalization of high-quality research and program evaluation within the WRC (5%)
	+ Chair the WRC’s internal research working group
	+ Advance work on participatory methodologies within the organization
	+ Monitor and support cross-programmatic research and program evaluation efforts
	+ Support internal learning events and trainings related to research and program evaluation
	+ Identify new donors and lead proposal development around research and program evaluation efforts
	+ Support the documentation and dissemination of research and program evaluation efforts
* Provide technical leadership in quantitative and qualitative study design and tool development across WRC programs. (50%)
	+ Develop assessment and program evaluation methodologies and support the development of tools for a large reproductive, maternal, newborn, and child health and nutrition (RMNACHN) effort in northeast Nigeria
	+ Develop study design and tools for implementation research for global family planning initiative
	+ Co-lead inter-agency process around setting a research agenda for SRH in crises
	+ Represent the WRC on Inter-Agency Working Group for RH in crises, working group on research and data
	+ Oversee high-quality literature reviews on specific topics related to priority research and advocacy topics
* Quantitative and qualitative data analysis (20%)
	+ Undertake analysis of quantitative data sets on WRC priority research and program evaluation areas, including child marriage and RMNCAHN in northeast Nigeria
	+ Support analysis of qualitative data sets, including qualitative evaluation as needed
* Field based training and support (25%)
	+ Support assessments, monitoring, evaluation and research across WRC projects as needed
	+ Support in-country baseline assessment and evaluation of RMNACHN initiative in Nigeria through field training and technical assistance
	+ Support efforts to build capacity of partners in Nigeria to conduct ongoing data collection, monitoring, and evaluation activities
	+ Support in-country evaluation efforts for multi-country evaluation of child marriage interventions
	+ Extract monitoring and costing data, in collaboration with implementing partners to support implementation research around family planning

**Qualifications**

* PhD in public health or related field;
* 3-5 years of experience implementing research and program evaluation in resource constrained (ideally humanitarian) contexts
* Demonstrated success translating research to practice (through publications, reports, and advocacy briefs)
* Experience implementing in-house and external capacity building efforts, including webinars or trainings, around diverse research and/or program evaluation topics
* Demonstrated success analyzing and publishing research and/or program evaluation findings
* Understanding of health/SRH and humanitarian response systems
* Familiarity with the use of technology for data collection
* Excellent written and oral communication skills, including for reports, grant-writing, and research for advocacy presentations;
* Solid diplomatic and interpersonal skills: the ability to effectively liaise and coordinate with a variety of internal and external professional contacts, donors and partners;
* Successful fundraising;
* Excellent organizational and multi-tasking skills: the ability to work well under strong pressure in a fast-paced, high-functioning and detail-oriented team environment;
* Ability to travel up to 25% of the time;
* Exemplary computer skills: facility with SPSS/SAS/R, Nvivo or other qualitative software, Excel, Word, qualitative/quantitative data analysis software and email/internet software.

**Application Instructions:** Find more information [here.](https://www.womensrefugeecommission.org/about/employment/2842-research-advisor)

**International Programs Security Analyst, Booz Allen Hamilton, Dahlgren, VA**

**Posted date:** March 20, 2018

**Position description:**

Booz Allen Hamilton has been at the forefront of strategy and technology for more than 100 years. Today, the firm provides management and technology consulting and engineering services to leading Fortune 500 corporations, governments, and not-for-profits across the globe. Booz Allen partners with public and private sector clients to solve their most difficult challenges through a combination of consulting, analytics, mission operations, technology, systems delivery, cybersecurity, engineering and innovation expertise.

**Key Role:**
Serve as a foreign disclosure analyst tasked with analyzing, reviewing, and recommending approval or denial of all client-initiated requests to disclose classified and controlled unclassified materials, briefings, and other client-originated information. Analyze and edit documents, including Delegation of Disclosure Authority Letters (DDLs), International Agreements (IAs), and Technology Assessment or Control Plans (TA/CPs). Provide analysis and recommendations for requests for exceptions to National Disclosure Policy (ENDP) and staff ENDP requests for the client, when needed. Review and provide recommended action for one-time, recurring, and extended foreign national visits to client and contractor facilities using the Foreign Visits System (FVS). Coordinate and provide client positions on requests for export licenses, including International Trafficking in Arms Regulations (ITAR) exemptions, munitions licenses (MLs), and Commodity Jurisdictions (CJs). Assist with the development and implementation of a client-wide training program and analyze the updating of existing client policies and procedures for release of classified and controlled unclassified client weapons systems, technologies, and information to foreign governments and international organizations. Create and submit approval packages for all tasks assigned and conduct other duties, as assigned.

**Basic Qualifications:**
-7+ years of experience with international program security
-Experience with the application of DoD foreign disclosure policies and regulations, including National Disclosure Policy (NDP-1) and ITARs
-Experience with the application of DDLs pertaining to disclosure decisions
-Experience with supporting international Navy or client programs
-Knowledge of DoD foreign disclosure and export control policies and procedures, including conducting foreign disclosure analysis for disclosure or release of information to foreign recipients
-Ability to support detailed research, analysis, and production of security and treaty products
-Ability to undertake occasional CONUS and OCONUS travel
-Secret clearance
-BA or BS degree
-DoD, Army, or Navy Foreign Disclosure Officer (FDO) Certification

**Additional Qualifications:**
-Experience with supporting Foreign Military Sales (FMS) programs
-Experience with the client BMD
-Experience with managing SharePoint-based portals
-Experience with working in a geographically-dispersed team
-Knowledge of formal client staffing and coordination processes
-Top Secret clearance
-BA or BS degree in International Relations, Foreign Policy, or a related field

**Clearance:**
Applicants selected will be subject to a security investigation and may need to meet eligibility requirements for access to classified information; Secret clearance is required.

**Application Instructions:**Find more information at [here](https://careers.boozallen.com/en-US/job/international-programs-security-analyst/J3T2G374K1YR3DBG337).

## Associate Director- Security and Strategy, Brookings Institute, Washington, DC

**Posted:** March 1, 2018

**Post description:**

The Associate Director of the Foreign Policy program’s Security and Strategy team (S-Team) provides high-level operations and project management support with a focus on budgeting, finance, and administration of projects across the cluster, including Defense and Deterrence, Order and Strategy, Transnational Challenges and Stabilization, and the Federal Executive Fellows programs. The Associate Director reports to the Vice President and Director of the Foreign Policy program (FP VP), and works closely with the FP VP and FP’s Finance, Development, Communications, and Administration staffs to lead budget development and compliance, facilitate funding proposals and reporting, and oversee staff operations and management. The Associate Director is responsible for maintaining a detailed and up to date tracking matrix of activities, planned outputs, and events, for use in developing concept notes, impact planning, and communications planning.

**Responsibilities:**

Finance and Development (60%)

* Works with Security and Strategy director and FP Finance team to develop and monitor annual budgets, and individual budgets for special events, for all projects within the cluster.
* Works with FP Finance team to create and submit revised budgets during the course of the year.
* Ensures compliance with established budgets within team projects; works closely with appropriate Security and Strategy scholars and staff to maintain awareness of activities, budgets, and spending.
* Works with appropriate S-Team staff, and FP Finance and Admin staffs, to compose, review, and monitor all cluster contracts with affiliates and vendors.
* In coordination with appropriate staff, ensures that all invoices and payments are processed quickly and accurately.
* Assists director, scholars, and FP Development staff in identifying and prioritizing fundraising needs to support the team’s activities.
* Works with the FP Vice President and FP Development staff to create and implement fundraising goals and strategies to cultivate and steward individual, corporate, foundation, government, and other donors.
* Works closely with FP Development staff to prepare concept notes, proposals, and applications for grants, contributions, and other support to team projects.
* Works with FP Development staff and team scholars to ensure all grant requirements are fulfilled.
* Works with FP Development staff to create narrative and financial reports for grants and contributions, and ensures that reporting deadlines are met.

Operations and Staff Management (40%)

* Serves as representative of S-Team to FP and other Brookings staff on behalf of the director when requested; communicates with FP management, including the FP Vice President and management team members as necessary, regarding operations and programming.
* In coordination with FP Finance, Development, Communications, and Administration staffs, serves as S-Team's main point of contact with Office of General Counsel, Office of Financial Services, and Office of Communications.
* Coordinates with FP Management to remain informed of Brookings policies and procedures, and disseminates developments to all S-Team members.
* Manages S-Team operations; provides guidance and direction to staff; ensures support for all team staff and affiliates.
* Supervises Security and Strategy staff in the planning, coordination, and implementation of major events; directs and oversees staff in the organization of conferences and meetings (both in Washington, DC and elsewhere), including logistical arrangements such as hotel accommodations and travel for conference participants.
* With FP Management, FP Communications, and appropriate S-Team staff, ensures that publications by scholars, visiting fellows, and contractors are published accurately, on time, and within budget.
* Works with FP Communications and S-Team staff to advance and implement an effective outreach and impact strategy.
* Works with FP Administration to coordinate recruitment/hiring, orientation, and renewal process (as necessary) for all new S-Team employees and affiliates.
* Manages special projects and initiatives as needed.

**Qualifications**

Education/Experience Requirements:

Bachelor’s degree required; Master’s degree in international relations, political science, or related area is preferred. Depending on the level of hire, this position requires a minimum of 5-8 years of relevant professional experience, including experience in project management, budget analysis, and development. Experience working with policy issues and with high-level personnel is strongly preferred. Proven interest and experience in U.S. national security and defense policy issues is preferred. Must be currently authorized to work for any employer in the U.S.

Knowledge/Skills Requirements:

The Associate Director must demonstrate management experience and leadership ability; superior organizational and multi-tasking skills; attention to detail; strong interpersonal skills; and poise, discretion and mature judgment. Supervisory experience is required. Demonstrated knowledge of U.S. national security and defense policy issues is strongly preferred. Must be a mature, self-motivated, team player who works well with little or no supervision and gets along well with a variety of personality types. Strong oral and written communication and listening skills, and ability to provide feedback while respecting the abilities of others are required. The Associate Director must be articulate, persuasive, polished, and collegial with ability to successfully interact with high-level individuals in diverse settings. Must be flexible and capable of working in a fast-paced environment with shifting and competing priorities, must be honest and discreet. Ability to effectively utilize all software utilized in contemporary office environment is required. PeopleSoft skills and knowledge preferred.

**Additional Information:**

Brookings requires that all applicants submit a cover letter and resume. Please attach your cover letter and resume as one document when you apply.

Successful completion of a background investigation is required for employment at Brookings.

Brookings is an equal-opportunity employer that is committed to promoting a diverse and inclusive workplace. We welcome applications from all qualified individuals regardless of race, color, national origin, gender, sexual orientation, age, religion, physical or mental disability, marital status, veteran status, or other factors protected by law.

Find more information about the application process [here](https://careers-brookings.icims.com/jobs/1718/associate-director%2C-security-and-strategy/job).

**Veterans Outreach Director, Center for US Global Leadership Coalition, Washington, DC**

**Posted:** February 26, 2018

**Position description:**

Veterans for Smart Power (VSP) is a nationwide network of veterans of all ages, ranks, and branches who believe in the importance of America’s non-military tools. VSP gives veterans a voice in foreign policy by equipping them with the tools they need to educate and inspire the American public and policymakers on the importance of a “smart power” approach to national security.

**Responsibilities:**

* Educating and Engaging Veterans. The Director will be responsible for building a nationwide network of veterans to advance USGLC’s public policy agenda by organizing an active team of 50-100 veterans in each of USGLC’s 20-30 priority states and Washington, DC.
* Veteran’s Leadership Council. The Manager will be responsible for the management of USGLC’s national Veteran’s Leadership Council, a group of two-to-three military veteran leaders from each of our priority states that work with the USGLC’ s Outreach team to implement field activities. In addition, the Council includes approximately 15-20 veterans living in the D.C. area that are able and willing to participate in USGLC Washington-based activities.
* Expanding the Grassroots Online Community. The Veteran Outreach Director will identify opportunities to expand USGLC’s online network of 30,000 veterans across the country, and create a dynamic communications platform for engagement. Additionally, the Director will be responsible for identifying content and thematic opportunities to engage and expand our online community presence.
* Mobilizing Veteran Community. The Director will be responsible for mobilizing the veteran community to educate policymakers and the public about the importance of smart power. This includes logistics and planning of events, participating in in-district meetings, and potentially speaking at events, if necessary.
* Implement Effective Communications. The Director will be responsible for the implementation of a communications strategy to educate and engage the USGLC veteran’s community. This will include populating the Veterans for Smart Power website, communication with veterans and education events, and a knack for social media engagement. The Veterans Outreach Director will create a robust, content-filled, and action-driven schedule of e-communications to our nationwide Veterans for Smart Power.

**Requirements:**

* A minimum of a bachelor’s degree in political science, public policy, international relations or another related field.
* Familiarity and demonstrated experience in an outreach role with the military/veteran community and/or military background.
* Three (3) to five (5) years of experience in a political campaign, issue-advocacy setting, or veteran advocacy organization.
* Knowledge of international relations as well as a demonstrated ability to organize high-level individuals in advocacy efforts.
* Ability to proactively engage prominent leaders in the political, business, faith-based, military, academic, and civic communities.
* Outstanding public speaking, oral and written communication and networking skills.
* Ability to conduct and succinctly write research and memoranda for internal and external audiences.
* Ability to work and thrive in a fast-paced, fluid and flexible team environment.
* Frequent travel is required.

**Application Instructions:**

Please email cover letter and resume to jobs@usglc.org. Please reference “Veterans Outreach Director” in the email subject. Short listed candidates will be contacted. No calls please.

## Communications Associate, Security Assistance Monitor, Center for International Policy, Washington, D.C.

**Posted**: February 26, 2018

**Position description:**

The Communications Associate will be responsible for assisting in the development and execution of multi-faceted media and public outreach initiatives to increase the visibility and impact of SAM. The principle responsibilities for the Associate include website and social media management and strategy, press outreach efforts, preparing documents for publication and external distribution, assisting in marketing and fundraising, and providing administrative support as needed. The Associate position reports to the Director of SAM.

**Duties:**

Website and Social Media (50%)

* Develop strategies and posts to expand SAM’s presence on social media and to increase traffic to the SAM website;
* Use knowledge of current events to connect the work of SAM to timely or trending topics on social media;
* Conceptualize and create content and data visualizations for the SAM website and social media posts;
* Provide edits for blog posts;
* Assist with website design;

Communications Support (35%)

* Contribute to and implement strategies to engage with the media and other key stakeholders to elevate the work, impact, and brand of SAM;
* Field requests from the media and assist in pitching story ideas to reporters, editors, and producers;
* Draft press advisories and releases and other materials used for public dissemination;
* Maintain and update media contact list;
* Research and recommend ways to increase SAM audiences;
* Oversee and produce content for SAM’s weekly newsletter;

Marketing, Event, and Fundraising Support (15%)

* Develop ads to promote SAM’s data platform;
* Assist in the preparation and execution of SAM public briefings and roundtables;
* Supervise an Intern;
* Assist in the drafting of grant proposals and reports; and,
* Provide other administrative support as necessary.

**Experience, Skills, and Education:**

* Bachelor’s degree in communications, public relations, international relations or related field, master’s degree preferred;
* A minimum of 3 years of professional experience, preferably in a communications or media relations role;
* Ability to identify, analyze, and effectively communicate U.S. foreign policy issues in a rigorous and timely fashion;
* Strong initiative and follow-through and the capacity to think creatively and strategically; Strong organizational skills, attention to detail, and ability to multi-task;
* Excellent oral and written communication skills in English;
* Knowledge other foreign languages such as Arabic, French, and Spanish is a plus;
* Ability to prioritize with minimal supervision and work independently as well as function as a member of a team;
* Familiarity with social media tools, blogging, and content management systems such as WordPress or Drupal;
* Experience with database management systems and Adobe products are a plus.

**Application Instructions:**

To apply, please send your resume, cover letter, and writing sample to Colby Goodman, Director of the Security Assistance Monitor, at sam@ciponline.org with the position in the subject line. Applications will be accepted on a rolling basis and should be submitted as soon as possible. Competitive salary and benefits commensurate with experience.

**Outreach Assistant- National Engagement, Center for US Global Leadership Coalition, Washington, DC**

**Posted:** February 26, 2018

**Position description:**

The U.S. Global Leadership Coalition (USGLC) is seeking an experienced campaign and political professional to assist in our efforts educating and informing congressional, senatorial, and presidential candidates and campaign staff in the 2018 and 2020 election cycles on the importance of elevating development and diplomacy, alongside defense, to advance America’s interests and values around the world. The position will reside in Washington, D.C.

**Responsibilities:**

* Assist Impact 2018 and 2020 initiatives by researching, monitoring, and tracking the status of congressional, senatorial, and presidential campaigns, and scheduling opportunities for campaign engagement by USGLC’s network.
* Conduct Research on networks of influencers and prominent advisors of the current Administration and federal candidates.
* Track and monitor statements and policy positions of elected officials and candidates both in formal policy documents, event appearances, and televised debates.
* Assist and support Field Team in the implementation and follow-up of all educational and advocacy efforts in specified states, including small and large-scale events and programs and on-going membership communications.
* Conduct and succinctly write research and memoranda for executive-level internal and external audiences in support of outreach activities.
* Support special projects across organization and departments as needed.

**Requirements:**

* A minimum of a bachelor’s degree in political science, public policy, international relations or another related field.
* At least one cycle of experience in a political campaign; with presidential, senatorial, and/or congressional campaign experience, or campaign committees highly desirable.
* Knowledge of international relations and interest in foreign policy desirable.
* Interest and passion in political campaigns and elections.
* Highly organized and superior written and verbal communication abilities.
* Ability to work and thrive in a fast-paced, fluid and flexible team environment with superior attention to detail.
* Willingness to schedule and support meetings with prominent state and political leaders.
* Advanced proficiency with Microsoft Office products including Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

**Application Instructions:**

Please email cover letter and résumé to Derek Gianino at jobs@usglc.org. Please reference “Outreach Assistant” in the email subject. Short listed candidates will be contacted. No calls please.

## Senior Program Officer, Program Advocacy and Communications, Water, Sanitation & Hygiene, Bill and Melinda Gates Foundation, Seattle, WA

**Posted:** February 20, 2018

**Position Description:**

Strategically and collaboratively develop, guide and resource global policy, finance and advocacy annual plans that are essential to the Water, Sanitation and Hygiene (WSH) strategies, and are operationally integrated with other foundation teams including Global Policy and Advocacy (GPA), Program Advocacy and Communications (PAC), and Global Growth and Opportunity (GGO). As a key partner to multiple WSH and PAC initiative teams beyond policy and finance, contribute to the continued development of these teams’ strategic visions, while partnering with them through planning and implementation phases.

**Responsibilities:**

* Contribute to the design of new strategies, which include market-specific approaches and assessments of political economies, to ensure long-term sustainability and impact throughout priority regions and countries.
* Implement strategies while managing multiple stakeholders and development agendas across the organization including regional offices, and government relations, program, and communications teams.
* Lead landscaping of WSH policy progress at country, regional and global level.
* Negotiate, implement, and manage complex portfolio of grants or performance-based contracts. Provide clear, concise and insightful written and verbal analyses and recommendations for funding.
* Enhance impact of investments and adjust to meet strategic goals. This will include: site visits, providing strategic and operational guidance to partners, convening meetings of key stakeholders, making challenging trade-offs.
* Favorably represent the foundation to key external constituencies including governments, private sector leaders, key funding institutions and committees/events related to area of expertise and responsibilities of the position.
* Directly or indirectly project-lead and support external organizations to develop, manage and implement global, regional or national networks that will prioritize sanitation policy and advocacy.
* Represent the WSH strategy to all global internal stakeholders from foundation leadership and country directors (Africa, China, India, Europe), to internal policy, finance and communications teams.
* Prepare high level briefs and literature reviews; present at highest leadership levels.
* This role may at some point manage employees and may be responsible for hiring the team members needed to achieve our goals, ensuring effective employee on-boarding, communicating performance expectations, creating goal alignment, and integrating project and change management.

**Qualifications:**

Core Knowledge and Skills

* Recognized by the global professional community as an authority within policy, advocacy, sanitation, water, poverty, gender or a related field.
* Demonstrated ability to move from the strategy development phase of policy campaigns, to the implementation phase.
* Outstanding verbal and written communication skills, able to effectively synthesize information to reach diverse audiences and create consensus among multiple sector leaders.
* Leadership experience in national policy or advocacy programs in developing countries, especially African and Asian regions. This could include NGO, government, private sector.
* Understanding of bi-lateral and multi-lateral finance institutions and mechanisms including how they fund development programs at national and regional level.
* Demonstrated ability to provide vision and influence others in a constructive, optimistic manner, while building and sustaining collaborative relationships.
* Exceptional autonomous and collaborative analytic skills.
* Technical resource to teams and leadership regarding impact, cost effectiveness and resolution analyses.
* Knowledge of methods of impact evaluation, operational research, and modeling.
* Demonstrated budget management.

Education and Experience

* Advanced degree in related field with 7+ years of relevant experience.

**Application Instructions:**

Find more information on the application process [here](https://gatesfoundation.wd1.myworkdayjobs.com/en-US/Gates/job/Seattle-WA/Senior-Program-Officer--Program-Advocacy-and-Communications--Water--Sanitation---Hygiene_B011647).

## Program Manager, The Command Group, Washington, DC

**Posted:** February 9, 2018

**Position Description:**

The Command Group (“Command”) is a family of companies providing full spectrum solutions related to safety, security, and intelligence. We assist government and private sector clients on six continents to reduce risk and accomplish organizational objectives.

Command is currently seeking candidates interested in engaging with a Middle-East based client to serve as Program Manager, overseeing the project on the ground and leading a team of associates and subject matter experts. Qualified individuals will understand how a large public-sector security organization works and what characteristics an organization should have to run efficiently and effectively.

Ideal candidates will have government, military, and/or private sector experience in strategic relationships, Project Management, and transformation experience with large organizations and demonstrated experience in charting, tracking, and implementing that transformation across a wide range of work streams.

**Responsibilities:**

* Managing project development from initiation to closure
* Managing day-to-day client interaction and project requirements
* Leading a team of associates and subject matter experts
* Creating the project plan, which will outline scope, goals, deliverables, required resources, budget, and timing
* Providing a project schedule to identify when each task will be performed
* Tracking and reporting on project milestones and providing status reports
* Managing project budget
* Identifying resources needed and assigning individual responsibilities
* Executing project work plans and revising as appropriate to meet changing needs and requirements
* Planning for project contingencies

#### **Qualifications:**

An Ideal Candidate will:

* Be willing to relocate to and live in the Middle East for a duration of 4 months to 1 year, and have previous experience working in the Middle East theater.
* Have a relevant knowledge-base on international and homeland security issues and a background with DOJ, DHS, Homeland Security Council, State Department, or similar.
* Arabic language skills are encouraged but not required.

**Application Instructions:**

Find more information on the application process [here](http://ccgcareers.applytojob.com/apply/kF1R09vNeG/Program-Manager).

## Deputy Program Manager, CSRA, Falls Church, Virginia

**Post description:**

Directs all phases of programs from inception through completion. Responsible for the cost, schedule and technical performance of company programs or subsystems of major programs. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer contact for program activities, leading program review sessions with customer to discuss cost, schedule, and technical performance. Establishes design concepts, criteria and engineering efforts for product research, development, integration and test. Develops new business or expands the product line with the customer. Establishes milestones and monitors adherence to master plans and schedules, identifies program problems and obtains solutions, such as allocation of resources or changing contractual specifications. Directs the work of employees assigned to the program from technical and administrative areas.

DESIRED QUALIFICATIONS:

CSRA is an Equal Opportunity Employer and all Qualified Applicants will receive consideration for employment without regard to Race, Color, Religion, Sex, National Origin, Disability Status, Protected Veteran Status or any other Characteristic Protected by Law.

**Application Instructions:**

For more information on how to apply click [here.](https://www.csra.com/careers/rq5477-deputy-program-manager)

## Director- Cyber and Intelligence Policy Center, RAND Corporation, Santa Monica, CA; Pittsburgh, PA; or Washington, DC

**Post description:**

RAND Corporation’s National Security Research Division (NSRD) is seeking candidates for the Director of the Cyber and Intelligence Policy Center (CIP).

One of eight business units at RAND, NSRD conducts research and analysis on national security issues for the U.S., U.S. allies, other governments, and foundations. NSRD operates the National Defense Research Institute (NDRI), a federally funded research and development center (FFRDC) sponsored by the Office of the Secretary of Defense, the Joint Staff, the combatant commands, and the defense agencies.

Education Requirements

The minimum educational requirement is a Master’s degree in relevant field.

Experience

10+ years of experience is required.

Security Clearance

An active Top Secret clearance is required for this position. U.S. citizenship is required to obtain a security clearance.

**Application Instructions:**

For more information on how to apply click [here.](https://jobs.rand.org/psc/erprod/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=5211&SiteId=1000&PostingSeq=1&)

## Senior Research Advisor, Women’s Refugee Commission, New York, New York

**Post description:**

WRC is a credible source of evidence-based research for advocacy and growing as a leader in the humanitarian sector in participatory research approaches. WRC’s research has historically helped to shape the humanitarian agenda—specifically in the areas of sexual and reproductive health, gender-based violence, disabilities, adolescent programming, and livelihoods/ cash. The Women’s Refugee Commission is dedicated to the enhancement and support of interdisciplinary, high-quality research, to continue to inform its advocacy. The focus of WRC’s program assessment, monitoring and evaluation supports practical improvements in advocacy, policy and programming among crisis-affected populations.

**Responsibilities:**

* Support institutionalization of high-quality research and program evaluation within the WRC (5%)
	+ Chair the WRC’s internal research working group
	+ Advance work on participatory methodologies within the organization
	+ Monitor and support cross-programmatic research and program evaluation efforts
	+ Support internal learning events and trainings related to research and program evaluation
	+ Identify new donors and lead proposal development around research and program evaluation efforts
	+ Support the documentation and dissemination of research and program evaluation efforts
* Provide technical leadership in quantitative and qualitative study design and tool development across WRC programs. (50%)
	+ Develop assessment and program evaluation methodologies and support the development of tools for a large reproductive, maternal, newborn, and child health and nutrition (RMNACHN) effort in northeast Nigeria
	+ Develop study design and tools for implementation research for global family planning initiative
	+ Co-lead inter-agency process around setting a research agenda for SRH in crises
	+ Represent the WRC on Inter-Agency Working Group for RH in crises, working group on research and data
	+ Oversee high-quality literature reviews on specific topics related to priority research and advocacy topics
* Quantitative and qualitative data analysis (20%)
	+ Undertake analysis of quantitative data sets on WRC priority research and program evaluation areas, including child marriage and RMNCAHN in northeast Nigeria
	+ Support analysis of qualitative data sets, including qualitative evaluation as needed
* Field based training and support (25%)
* Support assessments, monitoring, evaluation and research across WRC projects as needed
* Support in-country baseline assessment and evaluation of RMNACHN initiative in Nigeria through field training and technical assistance
* Support efforts to build capacity of partners in Nigeria to conduct ongoing data collection, monitoring, and evaluation activities
* Support in-country evaluation efforts for multi-country evaluation of child marriage interventions
* Extract monitoring and costing data, in collaboration with implementing partners to support implementation research around family planning

**Qualifications:**

* PhD in public health or related field;
* 3-5 years of experience implementing research and program evaluation in resource constrained (ideally humanitarian) contexts;
* Demonstrated success translating research to practice (through publications, reports, and advocacy briefs);
* Experience implementing in-house and external capacity building efforts, including webinars or trainings, around diverse research and/or program evaluation topics;
* Demonstrated success analyzing and publishing research and/or program evaluation findings;
* Understanding of health/SRH and humanitarian response systems;
* Familiarity with the use of technology for data collection;
* Excellent written and oral communication skills, including for reports, grant-writing, and research for advocacy presentations;
* Solid diplomatic and interpersonal skills: the ability to effectively liaise and coordinate with a variety of internal and external professional contacts, donors and partners;
* Successful fundraising;
* Excellent organizational and multi-tasking skills: the ability to work well under strong pressure in a fast-paced, high-functioning and detail-oriented team environment;
* Ability to travel up to 25% of the time;
* Exemplary computer skills: facility with SPSS/SAS/R, Nvivo or other qualitative software, Excel, Word, qualitative/quantitative data analysis software and email/internet software.

**Application Instructions:**

To apply, please send a cover letter, resume and salary requirements to: WRCJobs@wrcommission.org, with “Senior Advisor- Research” in the subject line. Current US work authorization is required**.**

## Senior Development Officer- Individual Giving and Events, Women’s Refugee Commission, New York, New York

**Post description:**

The Senior Development Officer, Individual Giving and Events will play a key role in the Women’s Refugee Commission’s fundraising operations ($8+ million annual budget) as a member of a four-person team. The position will report to the Executive Director. He/she will supervise the Development Manager who provides essential support for the development department including operational and essential infrastructure support; database management; prospect research; processing gifts; and assisting with donor cultivation and events.

The Senior Development Officer, Individual Giving and Events is responsible for the management of the WRC’s individual donor program, including major donors, individual giving, and cultivation events. He/she will oversee the organization’s relationship management database, Raiser’s Edge. S/he develops bold giving ideas through a collaborative process with colleagues and senior leadership, based on research and experiences with donors. The Senior Development Officer will also work with senior management and board members to increase revenue.

**Responsibilities:**

**Individual Giving**

* In close collaboration with the Executive Director, provide vision and leadership for development of an organization-wide individual fundraising strategy (inclusive of a multi-year acquisition plan). Ensure goals are met or exceeded;
* Oversee the growth of a major gifts program to increase unrestricted gifting from high net worth individuals, including sophisticated prospect research, identification, cultivation, solicitation, and stewardship strategies;
* Oversee the sustainability and growth of the donor base, through direct mail appeals, online fundraising, and designing new campaigns and initiatives;
* Cultivate and maintain relationships with donors, ensuring their needs are met and their interests are tracked;
* Work closely with the Board of Directors.

**Events**

* Coordinate the logistical planning and execution of WRC’s Annual Voices of Courage Awards Luncheon. In partnership with the Communications Team manage event consultants, budgets, event committees, timelines and vendors;
* Identify and/or strengthen corporate partnerships, particularly sponsorship for the annual luncheon, which is the major fundraising event for the organization every year;
* Develop and manage Board cultivation strategies to increase their fundraising participation in events.

**Data Management**

* Oversee Raiser’s Edge donor database and liaison with WRC staff;
* Determine and analyze necessary reports for development and organizational purposes in database;
* Manage the Relationship Data Initiative in Raiser’s Edge and lead necessary staff trainings on database management.

**Qualifications:**

* Bachelor’s Degree, Master’s Degree a plus;
* Minimum of 6 to 8 years fundraising and event experience, with some management experience;
* Demonstrated success record in key aspects of individual fundraising, including major gifts, direct response, and event planning;
* Raiser’s Edge Certification and 1-2 years’ experience or 3 years in-depth experience working with Raiser’s Edge (experience building queries and importing/exporting constituents);
* Solid computer skills: proficient with MS Office (Word, Excel, PowerPoint).
* Passion for the WRC’s mission and commitment to fundraising;
* Strong written and verbal communication skills, with the ability to build and leverage relationships, inspire, engage and steward donors to retain and increase giving as well as attract new supporters;
* Demonstrated ability to lead and maintain positive, collaborative, productive relationships with staff at multiple levels;
* Ability to adapt quickly, plan for, prioritize and manage multiple projects while working in a fast-paced environment both as part of a team and independently;
* Effective organizational and time-management skills required;
* Sound judgment in maintaining confidentiality of donor information;
* Strong knowledge of and ability to develop and manage operational development systems, such as data management, gift acknowledgement, gift processing, and list generation;
* All employees must abide by the WRC Humanitarian Accountability statement.

**Application Instructions:**

To apply, please send a cover letter along with your resume and salary requirements to: WRCJobs@wrcommission.org.

## Program Assistant (PA), Chemical Security Practice Area

**Position Description:**

The Program Assistant (PA) will be a member of the Chemical Security Practice Area (CSPA). S/he will provide administrative support to the team implementing projects in the Middle East and North Africa, Sub-Saharan Africa, and South Asia for U.S. government clients and other funders. The PA will support the implementation of technical, financial, and administrative aspects of an assigned portfolio, such as grant programs, webinars, and workshops/trainings. S/he will support international training and institutional development projects and contribute to general program activities.

**Responsibilities:**

* Assists with CSPA program/project implementation, including arranging logistics for grant
* programs, workshops, and/or trainings, assist with managing consultant contracts, and leading
* or supporting online webinars
* Serves as the contact point for inquiries from applicants and grantees, and responds to routine
* Inquiries
* Drafts routine correspondence
* Provides responsive and effective assistance to CSPA team members, clients, other funders as
* well as grantees and partners
* Reconciles project, contract, and related expenses
* Maintains records of program information for the team, including information on projects,
* proposals, grantees, partners, consultants, and project and program evaluation parameters
* Assists with recruitment of reviewers for grant competitions as well as consultants for
* programmatic activities
* Assists team members with development of proposals including research, draft preparation,
* editing and budgeting
* Conducts research on relevant topics, assisting with the preparation of client deliverables about
* project activities
* Supports other programs and staff, as required

**Qualifications:**

* At least one to two years of work experience
* Administrative experience, including making travel arrangements, providing event organization support is a plus
* Substantive experience living and working/studying abroad or working with international organizations in the Middle East and North Africa, Sub-Saharan Africa, and South Asia is a plus
* B.A/B.S. degree required
* Strong organizational skills, great attention to detail, focus on client and team needs
* Ability to prioritize and multitask competing assignments
* Ability to clearly and effectively communicate with team members, external clients and stakeholders
* Solid research, writing and communications skills
* Proficiency in Microsoft Word, Excel, PowerPoint and ability to work with and maintain more advanced databases (experience with Microsoft Project is desirable)
* Foreign language proficiency desired but not required; ability to communicate and research in Arabic, Turkish, or French is a plus
* U.S. work authorization is required

**Application Instructions:**

Find more information on the application process [here](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=11721&clientkey=60D95AD41D660419D67A1DE4E498FD49).

## Research Associate, Blue Ribbon Study Panel on Biodefense

**Position Description**:

The Research Associate supports the staff and Panel Members of the Blue Ribbon Study Panel on Biodefense in biodefense research, policy analysis and evaluation regarding the prevention, deterrence, preparedness for, surveillance and detection of, response to, attribution of, recovery from, and mitigation of naturally occurring, accidentally released, and intentionally introduced biological threats. This a mid-level position.

**Responsibilities**:

* Supports the work of the Blue Ribbon Study Panel on Biodefense, under the supervision of the Panel Executive Director
* Addresses a wide variety of domestic and international biodefense policy and other issues
* Researches and collects information, analyzes that information given a project's expressed goals, and presents findings to help inform Panel biodefense recommendations
* Drafts materials for inclusion in Panel reports for public distribution
* Drafts briefing materials, talking points, and remarks for approval by Panel co-directors
* Assists with Panel public and special focus meetings, events, media appearances, and speeches
* Develops, responds to, and maintains communications and relationships with public sector and private sector members of the biodefense community

**Requirements**:

* Doctoral degree in public health, biological science, or other relevant field
* Excellent analytical skills
* General knowledge of government and the policy-making environment
* Strong verbal (including public speaking), written, and interpersonal skills
* Ability to work independently, yet still be committed to the team
* Ability to multi-task, work under pressure, and meet deadlines
* Highly organized, especially at follow-up and prioritizing
* Initiative with the energy, motivation, and endurance to work in an evolving, fast-paced environment
* Thorough understanding of a variety of qualitative and quantitative research, analysis, and evaluation methodologies
* Excellent knowledge of MS Office and MS Project
* Demonstrated research and communications skills
* Demonstrated experience producing research and other reports
* Demonstrated problem-solving ability
* Five years relevant work experience

**Application Instructions:**

Please contact Patty Prasada-Rao, Panel Coordinator, with your cover letter, resume, and salary requirements at Patty.PrasadaRao@biodefensestudy.org

# Employment Opportunities (International)

## Regional Advisor on Governance, Peacebuilding and Transition, P5, UN Economic and Social Commission for Western Asia, Beirut, Lebanon

**Deadline:** April 24, 2018

**Position Description:** This post is located within the Emerging and Conflict Related Issues Division (ECRI) of the Economic and Social Commission for Western Asia (ESCWA). The Regional Adviser on Governance, Peacebuilding and Transition reports directly to the Director of ECRI, and works in close cooperation with the Deputy Executive Secretary for Programme Support, under the general guidance of the Executive Secretary.

**Responsibilities:**

Within the framework of the 2030 Development Agenda, and in particular regarding SDG16. The Regional Adviser on Governance, Peacebuilding and Transition will be responsible for carrying out the following:

Governance, Peacebuilding, Conflict Sensitive Development and Institutional development:

* Providing inputs in the formulation, and organization of mandated programs of governance, peacebuilding, and development under occupation and in difficult conditions and on recovery, reconciliation and reintegration, and in the formulation of possible governance, institutional development and public administration, and conflict resolution strategies, policies and actions for adoption by individual countries and/or the international community;
* Prepares policy advisory notes to inform governments through monitoring, reviewing, and reporting on policies and regulations in ESCWA Member Countries as well as through monitoring, studying and analyzing the trends and best practices in institutional development, conflict resolution, civic participation, civic values and public administration;
* Participates extensively in the identification of new or emerging governance, state-building, conflict resolution, public administration and development management issues of potential concern to Member States and/or the international community, particularly those of a regional or global nature and design and in the development of programs to address them.
* Participating in conceiving, planning and managing expert group meetings, seminars and similar consultations that contribute to the finalization of the Division's outputs and provide policy advice based on Division's research;
* Prepares briefing notes and speeches for more senior staff of the Division and of the Department and makes presentations on governance, institutional development, conflict prevention issues for specialist or non-specialist audiences;
* Contributing to the preparation and finalization of sectoral, country or regional analytical studies on governance, conflict resolution, Recovery, Relocation and Reintegration;
* Provide direction, analytical support and strategic advice to ECRI with regards to institutional strengthening and resilience and assist to strengthen capacities to undertake conflict analysis and mainstream conflict sensitivity in policy recommendations and programming, including through adjusting workplan to better address immediate "triggers" as well as structural causes of conflict.

**Technical cooperation:**

* Provides policy advice through short-term field missions to member countries and other relevant stakeholders in the region upon their request on aspects of governance, peacebuilding, reintegration of IDPs reconciliation, public administration, job competencies in civil service, enhancing resilience, Strengthen strategic partnerships with key national and international stakeholders in the area of institutional development, administrative reforms and decentralization and resilience;
* Contributes to the design of national policies and strategies upon requests from member countries for support in the area of institutional development, , peacebuilding, , resilience and identify areas of technical and programmatic engagement with national stakeholders related to institutional strengthening; Assist in identifying "entry points" for institutional strengthening, reconciliation and reintegration of IDPs with member countries and develop appropriate strategic responses;
* Provides leadership in the design and implementation of capacity development programs, national workshops, projects and activities at the national and regional levels;
* Contributes to ESCWA's resource mobilization strategy, notably as far as extra budgetary funding is concerned;
* Negotiates with donor and recipient governments on technical assistance programs and projects;
* Organizes and coordinates cooperation among Member Countries on governance, peacebuilding, administrative reforms, human resources and job competencies in public sector/civil service and development management programs or issues;
* Plans, designs and oversees implementation, monitoring, and evaluation of projects in governance, nation-building, , development management and manages major projects or studies.

**Competencies:**

Professionalism: Knowledge and understanding of conflict and its spillover effects, institutional development particularly governance challenges associated with democratic transition and development theories, principles and applications; S/he must possess a solid knowledge of the broad range of key peacebuilding and democratization issues, including national dialogue processes and institution- building in transition countries. Ability to produce quality reports and publications in selected areas of governance, institutional development, conflict sensitive development and peacebuilding. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Education**

Advanced university degree (Master’s degree, preferably Ph.D) in public administration, Economics, governance, Conflict management, political science, social science, business administration, law, public finance or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience**

A minimum of ten years of progressively responsible experience in governance, institutional development, conflict resolution and peacebuilding, public administration, or related area. At least five years of the professional experience should be advisory work in developing countries, including transition countries, preferably in more than one region.

**Languages**

English and French are the working languages of the United Nations. Arabic is also a working language of ESCWA. For this post, fluency in written and spoken English and Arabic is required. Knowledge of French is an asset.

**Application Instructions:** Fine more information [here](https://careers.un.org/lbw/jobdetail.aspx?id=94801).

## Anna Lindh-Professorship in Gender, Peace and Security

**Deadline:** May 1, 2018

**Post Description**:

In line with SEDU’s long-term efforts to increase knowledge about the role of women and gender perspectives in conflicts and peace processes, as well as about gender perspectives in military organizations and operations, conflict prevention and peace building, a new professorship in honor of the former Swedish Foreign Minister Anna Lindh has been established within the Department of Security, Strategy, and Leadership.

The key aim of this appointment is to strengthen SEDU’s position as a center for research on gender, peace and security and to lead the development of war studies in this direction by conducting research, teaching at undergraduate and advanced levels, and supervising doctoral students. Another aim is to establish a research program and promote research endeavors in order to increase knowledge about women's roles in conflicts, peace processes, societal security and disaster relief, as well as about gender perspectives in military organizations and operations, in conflict prevention and in peace building. Additionally you are expected to promote equal opportunities at the university.

The professorship is within the interdisciplinary field of gender, peace and security and will be incorporated into the university’s core subject war studies, within which gender is an integral part. As a professor of war studies, you will also be expected to supervise PhD-students. The position also includes administrative and managerial duties within the institution and the university.

**Eligibility requirements:**

In order to qualify for the appointment of professor, you are required to demonstrate excellent skills in both research and teaching. (The Higher Education Ordinance, Chap. 4, 3§). Competence and experience in both of these areas will be given equal weighing in the recruitment process.

A general eligibility requirement for teachers at SEDU is that the applicant should have the personal qualities required to fulfill the job well.

Criteria for selection

The degree of proficiency in the requirements for employment will provide the basis for assessment. For the position of professor, the following criteria will apply:

Documented academic expertise as demonstrated through research in the subject of war studies in addressing issues of gender, women, peace and security, as well as documented in academic, peer-reviewed publications. Documented ability to plan, conduct and evaluate courses and programs – especially within the broad field of gender, peace and security – at undergraduate and advanced levels, including documented skills in supervising doctoral students. Documented leadership skills, particularly in the area of establishing, leading and developing research of high quality, in line with SEDU’s appointment procedures, as well as experience in working with research grant applications. Documented ability to collaborate with various stakeholders and community members and the ability to communicate research and development work. Documented experience of work on the integration of gender equality in organizations.

The applicant should demonstrate the ability to teach in either Swedish or English, with the expectation to learn Swedish with the support of the University.

All teachers, both civilian and military, at SEDU are required to have successfully completed the course in higher education pedagogy (högskolepedagogik) at the latest one year after their appointment. If comparable pedagogical qualifications have already been acquired, this course requirement may be waivered.

The Swedish Defence University strives to promote diversity and gender equality within all employment categories. We particularly welcome applicants with diverse backgrounds and experiences. SEDU also considers it important to provide an inclusive work environment in which employees can also combine work with active parenting. In this particular employment category, the majority of applicants are men and therefore female applicants are particularly encouraged to apply.

**Employment**

This is a full-time appointment with conditional tenure commencing subject to mutual agreement. Salaries are individually negotiated.

Each application will be reviewed by at least three subject-matter experts. In addition, the Swedish Defence University may request a trial lecture and an interview during the selection process.

**Application Instructions:** Please submit your application by 1 May, 2018 marked dnr HF/HR 14/2018 electronically through this vacancy announcement on our career page or e-mail it to: Registraturen [at] fhs.se.

Alternatively, you may send your written application to:

Swedish Defence University

Registrar’s office

Box 27 805

115 93 Stockholm, Sweden

In addition to your application, please provide a list of your ten most important publications in English or Swedish as well as a comprehensive list of all of your publications. Please note that the Swedish Defence University does not typically translate or publish work in languages other than these two. Please be aware that your ten selected publications will be submitted to the experts appointed to assess your application. Find more information [here](http://jobb.fhs.se/jobb/stockholm/anna_lindh_professorship_in_gender_peace_and_security-195326.html).

## Project Officer, Justice and Security Dialogue, United States Institute of Peace, Niamey, Niger

**Deadline: May 6, 2018**

**Position description:**

The NATO Parliamentary Assembly is looking to hire five research assistants for the Autumn 2018 Research Assistant Programme, which will start in mid-August and end in late November 2018. Research Assistants work as part of the policy team within the NATO PA International Secretariat in Brussels. A majority of these positions are given to candidates from NATO member countries. However, candidates from non-NATO members are also considered as part of the Loïc Bouvard Scholarship, which was created in tribute to Loïc Bouvard (France) who was President of the NATO Parliamentary Assembly (1992-1994) and played a vital role in establishing partnerships with non-NATO member countries. Applications are assessed objectively and various factors are taken into account . The NATO PA looks at educational background as well as professional experience, including internships and other projects. Due to the changing nature of research topics, the Assembly often looks for candidates that have specific experience in areas that compliment current research being conducted. We also look for candidates that exhibit flexibility in conducting research on a wide range of topics. In addition, there is a need to reach a regional balance among candidates. It is, therefore, rare that two candidates of the same nationality are chosen for the same programme period

**Tasks**

The main task of research assistants is to contribute, at the request of Committee Directors or Senior Management, to the research and writing of Assembly reports and other documents such as background information documents and drafts of speeches. Research assistants attend the parliamentary Sessions of the Assembly and are asked to assist in note taking and summary writing. As part of the larger NATO PA team, research assistants are occasionally asked to complete basic administrative tasks.

**Qualifications**

* Master's degree (or equivalent) in Political Sciences, International Relations or a related field. Candidates may apply prior to obtaining their degree if all requirements have been fully completed. Candidates still in the middle of their MA studies will not be considered. Preference is given to candidates who have recently completed their Master’s degree.
* Fluency in French or English, bilingual fluency is a plus. If French is the stronger language, please note that a high level of proficiency in English is required for the position.
* Experience in government or policy research institutions is a further asset Conditions
* 3.5-month work experience with one-month probation period
* Monthly stipend of 750€
* Accommodation provided in the European quarter of Brussels
* Basic health insurance policy
* Travel reimbursement to and from Brussels (considered on a case-by-case basis)

**Materials Required for Applying**

* A curriculum vitae, clearly indicating nationality and language proficiency
* A cover letter, explaining areas of interest and competence as well as availability
* A writing sample of no more than five pages on a topic relevant to the position (i.e. foreign policy, international relations, defence and security, etc.). Excerpts of longer pieces are acceptable. Sources and/or citations may be included in addition to the 5-page sample.
* Two letters of recommendation (academic or professional)

**Submitting Your Application**

Applications for the 2018 Autumn Research Assistant Programme will be accepted from 26 March – 6 May. Please submit your complete application by 11:59pm (CET) on 6 May to be considered for the position. All applications sent outside of these dates will not be considered.

* All applications must be submitted in either English or French.
* All application materials must be gathered and sent together as one single PDF document, including letters of recommendation. If one of your references prefers to send their letter directly, they may do so, however please indicate this clearly in your application email.
* Applications must contain all the above required documents. Please do not include any other supplementary documents. Incomplete applications will automatically be discarded.
* If you have already applied for the position in the past, you are welcome to re-apply. To do so, you must re-submit all required application materials.
* Applications are accepted by email only. Cover letters may be addressed to the Director of the Research Assistant Programme. **Applications should be sent to: ra-programme@nato-pa.int**

## Country Officer- Senegal, U.S. Institute of Peace, Dakar, Senegal

**Posted:** February 20, 2018

**Position Description:**

The Country Officer in consultation with the Field Coordinator, is responsible for expanding the Justice and Security Dialogue process in Senegal, mentoring and supporting partners and stakeholders in direct implementation, and building support for collaborative approaches at the national level. The position requires continuously developing relationships with national decision-makers and local stakeholders, networking, consulting, developing national strategies and ensuring the quality of implementation, while monitoring and reporting on JSD project activities in Senegal.

This is a local position in Dakar, Senegal. This position reports to the Field Coordinator, who is in charge of the overall strategic direction of JSD activities and partnership-building with relevant stakeholders, training, mentoring and coaching of in-country project officers, as needed. The Country Officer (CO) will also supervise a Community Engagement Officer, who will manage relationships and coordinate the dialogue and related activities at the local level. The Country Officer will also work in close collaboration with D.C.-based staff and the other JSD Country Officers in Burkina Faso, Mali, Niger, Nigeria and Tunisia.

**Responsibilities:**

* Successfully complete all Justice and Security Dialogue activities in Senegal in a timely and effective manner: The Country Officer will ensure that all dialogue sessions as well as related activities are completed in a timely manner, achieving project goals and in compliance with the principles of the JSD approach. He/she will oversee the organization of dialogues, in-country trainings and other activities as needed by the JSD process. Specific tasks will include monitoring and evaluation, overseeing local partners’ financial reporting, as well as supervising the Community Engagement Officer.
* Mentor, coach and build the capacity of participants from the local partner and the dialogue process: In close consultation with the Field Coordinator, the Country Officer will mentor and coach the dialogue implementing partner, stakeholders and Community Engagement Officer on the JSD approach. He/she will also review all technical and financial reporting from implementing partners, provide guidance as needed, and oversee the organization of in-country trainings and capacity building in Senegal.
* Build and maintain strong partnerships with local partners and stakeholders, key local and national government representatives: In close consultation with the Field Coordinator, the CO will continuously develop relationships with relevant institutional and national-level stakeholders. The CO will ensure that that the partner organization is making progress in the JSD process, while fostering honest and equal partnerships. He/she will provide regular updates and analysis of current social, political and conflict dynamics in Senegal.
* Contribute to research, national strategy development, and monitoring and evaluation: The Country Officer will assist in systems mapping, data collection and empirical research on the JSD process that can feed into publications and the national-level policy discussion. He/she will support the Field Coordinator in the development of reports, policy guidance, or political analysis as needed, and provide regular, detailed, updates on JSD activities to the Field Coordinator and DC team. He/she will oversee the organization of consultative meetings, in-depth interviews, focus group discussions and other activities as needed by the JSD process.
* Coordinate country participation in regional events: Coordinate with and support the regional JSD network as needed. Guide and support all participants from Senegal to participate in regional activities. Build regional support for a collaborative model of policing.

**Qualifications:**

* BA in relevant field (international relations, conflict resolution, human rights or international development). MA preferred;
* Two years' professional experience in a similar role in rule of law, security sector reform, peacebuilding or similar field in Dakar, Senegal.
* Track record working with security forces and civil society in Senegal is preferred.
* Highly developed interpersonal and soft skills, ability to build alliances, communicate effectively, influence decisions, and represent the project in official settings.
* Demonstrated experience coordinating with officials in government and collaborating with local partner organizations;
* Strong interest in and experience with innovative and adaptive programming, with the ability to engage in strategic thinking, forward planning and taking initiative;
* Demonstrated project design, implementation, and monitoring & evaluation skills;
* Fluency in French and English is required. Working knowledge of Wolof and/or other local languages preferred/required;
* Experience supervising and building the capacity of others – leading from behind;
* Excellent research and analytical skills, track record in writing reports, and policy papers;
* Proven ability to work independently and effectively, with minimal support, as well as work well as part of a team;
* Willingness to travel regularly within Senegal, and occasionally to other project locations in the Sahel-Maghreb region, as required.

**Application Instructions:**

Find more information about the application process [here](https://recruiting.ultipro.com/UNI1083USIOP/JobBoard/14900d11-c546-42ff-ab52-7bbbfa78cb97/OpportunityDetail?opportunityId=84191a71-a32f-4e7a-9588-5f66a87daf4c).

## Project Officer, Justice and Security Dialogue- Mali, U.S. Institute of Peace, Bamako, Mali

**Posted:** February 20, 2018

**Position Description:**

This position reports to the JSD Country Officer who will be responsible for overall strategic direction of JSD activities in-country, ensuring quality of implementation, monitoring and reporting, partnership-building with relevant national stakeholders, and training, mentoring and coaching of the Project Officer, as needed. The position will also work in collaboration with the JSD Field Coordinator, Program Coordinator(s), and USIP colleagues at HQ.

**Responsibilities:**

* Support when and as needed, in close collaboration with the implementing partner, the implementation of JSD activities in Bamako, Mali.
* Work with implementing partners to ensure activities are implemented on schedule;
* Coordinate the organization of operational meetings, dialogues, in-country trainings and other activities as needed by the JSD team;
* In close consultation with the Country Officer, mentor and coach the dialogue implementing partner through the JSD process in Mali;
* Review all technical and financial reporting from implementing partners, provide guidance as needed, and liaise with the Country Officer, to ensure timely submission of all required materials;
* Observe and support project activities and cultivate relationships across Mali;
* In close consultation with the Country Officer, continuously develop relationships with institutional and national-level stakeholders;
* Provide regular detailed updates on JSD activities to the Country Officer, Field Coordinator, Program Coordinator(s) and DC team;
* Perform systems mapping, data collection and empirical research that supports the JSD process and can feed into publications and the national-level policy discussion;
* Support the Country Officer, Field Coordinator and Program Coordinator(s) in the development of reports, policy guidance, or political analysis as needed;
* Coordinate with teammates and support the regional JSD network as needed;
* Be available to travel at the national or regional level, as needed.
* Perform other duties as assigned.

**Qualifications:**

* BA in relevant field (international relations, conflict resolution, human rights or development) or equivalent experience. MA an asset.
* 2 years’ professional experience in a similar role, in rule of law, security sector reform, peacebuilding or similar field in Mali.
* Experience of working closely with local communities, community-based organizations and local authorities in Mali.
* Highly developed interpersonal and soft skills, ability to build alliances and represent the project and organization.
* Demonstrated experience in project management, event coordination and financial oversight and reporting;
* Strong interest in innovative and adaptive programming;
* Demonstrated project design, implementation, and monitoring & evaluation skills.
* Fluency in French and Bambara is required. Working knowledge of English and other local languages desired.
* Experience of building the capacity of others, and leading from behind desired.
* Proven ability to work independently and effectively, as well as work well as part of a team.
* Willingness to travel within Mali, and to other project locations in the Sahel-Maghreb region, as required.
* Willingness to work unsociable hours depending on the needs of the project.

**Application Instructions:**

Find more information about the application process [here](https://recruiting.ultipro.com/UNI1083USIOP/JobBoard/14900d11-c546-42ff-ab52-7bbbfa78cb97/OpportunityDetail?opportunityId=0aee2c7f-3bff-489e-ba60-9724fe275cd2).

## Consultant: Needs Assessment Report on Trafficking in Persons, Winrock International, Bangladesh

#### **Posted date:** March 30, 2018

**Position description:** Winrock International is seeking an individual, a consultancy firm, or a research organization to lead a situational analysis and needs assessment on trafficking of male youth and adults in Bangladesh. The study is expected to include the use of both primary and secondary data, and it is expected to provide a strategy to provide services that are specifically tailored to the needs of male victims of trafficking.

Key Responsibilities

The individual, company, or organization will be required to:

* Work with the Winrock International BC/TIP staff to develop a final work plan and methodology for the situational/needs assessment analysis prior to beginning secondary and primary data collection. The workplan will include sources of existing research for literature review; sources of secondary statistical data; primary research methods including key informant interviews, in-depth interviews, focus group discussions and others; the list of interviewees and location of field visits for primary data collection; qualitative and quantitative data analysis methods; report outline; and potentially other logistical and research details. The final methodology and workplan will be reviewed and approved by Winrock International and USAID prior to beginning work. The proposed methodology should include but is not limited to the following tasks:
	+ Review all relevant project documentation including project proposal, interim reports, monitoring data, workshop reports, and minutes as appropriate, country context documents, and other relevant documents;
	+ Identify the districts with the highest number of the male (youth & adult) victims and migrant returnees and their vulnerability to trafficking;
	+ Conduct interviews, FGD, learning workshops with relevant stakeholders and male victims of trafficking;
	+ Conduct a psychological assessment of the male victims is also required to identify the mental health status and to develop specific approaches tailored to working with male victims.
* Additional information will be supplied in TOR.

#### **Qualifications**

Winrock is seeking qualified individuals and/or firms who meet the qualifications stated below.

The principal investigator must fulfill at least the following criteria:

* Master’s Degree (PhD preferred) in social sciences, development studies or related field;
* Extensive knowledge and work experience on human trafficking ideally in the Bangladeshi context; regional TIP experience is preferred;
* Psycho/social experience, especially related to mental health assessment and tools development;
* Knowledge and experience in quantitative and qualitative data analysis and research;
* Experience conducting field research using participatory approaches;
* Experience in consolidating and analyzing literature, quantitative and qualitative data, writing reports and in making recommendations;
* Ability to analyze and present complex data in a clear and understandable format;
* Excellent communication skills;
* Report writing skill;
* Ability to manage the available time and resources and to work to tight deadlines;
* Dedicate the maximum of his/her time to the full period of the survey including workplan development, fieldwork, analysis, and reporting.

**Application Instructions:** Find more information [here](https://globaljobs.org/jobs/15820-bangladesh-winrock-international-consultant-needs-assessment-report-on-trafficking-in-persons).

## Senior Researchers (Gender Specialization), Bondhi Global Analysis, Fieldwork Assignments in locations across Asia, Africa, MENA regions

#### **Position Description:**

Bodhi Global Analysis is looking to build a network of research consultants, committed to producing sound, objective research and analysis. We are looking for senior researchers with a PhD in a relevant field and extensive experience working on gender issues, particularly designing gender-specific indicators, sex-disaggregated data collection, gender assessments, gender mainstreaming, SGBV (gender based violence).

**Qualifications:**

* PhD in Peace and Conflict Studies, Political Economy, International Development, Politics, Economics, or a related field
* Experience working on gender issues, particularly designing gender-specific indicators, sex-disaggregated data collection, gender assessments, gender mainstreaming, SGBV (gender based violence)
* Strong writing skills; ability to draft high-quality analytical research reports
* Excellent quantitative and/or qualitative research skills –– experience in research design, indicator design and familiarity with range of research methodologies
* International field research experience in developing countries, especially in fragile and conflict affected states
* Demonstrable project management experience. Good organisational and planning skills and ability to work as part of a team
* Excellent English language and communication skills, both oral and written
* Additional language skills highly desirable, especially French, Arabic, and Swahili

**Application Instructions:**

Find more information on the application process [here](https://www.bodhiglobalanalysis.com/jobs).

## Education Technical Advisor, International Rescue Committee, Amman, Jordan

**Position Description:**

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

In 2015, the IRC reached over 1.3 million children in 20 countries with education programs. We ensure that even the hardest to reach children in the most challenging places are able to go to school and thrive. In the midst of conflict and disaster, education is one of the first things parents and children say they need. Education is a human right. It also helps keep children safe and gives them the skills needed to be resilient, do well now, and later in life. Education offers a glimmer of hope. The IRC defines success with six education outcomes from infancy to young adulthood, ensuring results for all girls and boys, regardless of age. These outcomes are: Access to safe, functional and responsive education, across all ages; Early childhood learning and nurturing care; Primary school-aged learning; Post-primary learning; Safety in school; and Gender equality across all education outcomes.

The IRC seeks an Education Technical Advisor for the Middle East Region to guide on program design, provide direct technical support, and build technical capacity to implement, measure and continuously improve education programs in IRC country programs in the Middle East (Jordan, Lebanon, Iraq, Syria). The Education TA will also focus a large portion of time on technical oversight and project start up for a strategic education initiative in Lebanon. To ensure quality programming towards impacting the lives of children and youth affected by conflict and crisis through IRC’s work, the Education Technical Advisor (Ed TA) will: support country program staff to design programs and projects that are aligned to the IRC’s outcomes and evidence framework / theories of change / core indicators; review technical quality of proposals; input into proposal go/no go decisions; analyze data to inform course correction; conduct technical trainings and ongoing technical coaching, share cross-context learning with country program staff; design, review and share program-specific tools; support senior technical country program recruitment and capacity--building.

**Responsibilities**:

* Core Functions:
* Provide targeted program design, technical support, materials adaptation and revisions, field testing, assessment and monitoring/evaluation support and oversight to an upcoming strategic education initiative in Lebanon
* Support country program staff to design programs and projects, ensuring that they are
* Aligned with the IRC’s strategy 2020 which includes contextualizing education outcomes, the theories of change and include interventions chosen based on best available evidence;
* Responsive to client needs and preferences based on sound context and gender analysis
* Support selection of indicators for country programs based on available and emerging indicator testing;
* Review technical quality of proposals, including providing input on budgets required for project delivery, technical activities, ensuring alignment to IRC’s education and cross-sectoral outcomes;
* Input into go / no go decisions on proposals;
* Help analyze data to inform periodic review and course correction to ensure that IRC’s programs are based on evidence and are evidence-generating;
* Conduct technical training and ongoing technical coaching for country program staff, including on outcomes, theories of change, evidence and indicators;
* Provide specific guidance to IRC education programs in the Middle East in efforts to integrate Improvement Science approaches into standard IRC Teacher Professional Development
* Share cross-context learning with country program staff across the region;
* Review and share program-specific tools / resources / curricula working with IRC education specialist to contextualize and adapt global and country-specific materials;
* Support planning and implementation of partnership activities, including research initiatives with academic partners
* Support senior technical country program recruitment
* Additional Functions:
* Engage with donors and do outreach in support of country programs, especially in relation to program start up;
* Write technical narratives of proposals;
* Help define approach to teaming / partnering with other organizations;
* Present IRC research findings across contexts and relevant conferences;
* Support senior country program staff onboarding;

**Key Working Relationships:**

Position Reports to: Deputy Director, Education, based in IRC headquarters

Position directly supervises: This position could potentially supervise one or more specialist team members and on occasion consultants and/or interns.

Other Internal and/or external contacts:

Internal: Works directly with the Regional and Deputy Regional Director to ensure education programs are in line and supporting regional and country level priorities. Regular relationships with regional technical advisors in violence prevention and response, health, economic recovery & development, and governance technical unit teams. Works directly with country program coordinators and managers as well as country program leadership. Interacts with IRC internal departments, including business development, external relations and advocacy departments.

**External**: Serve as IRC program representative in outside regional meetings and global meetings (as needed) and academic forums with donors, other non-governmental organizations, inter-agency groups and foundations. Engage regularly with partners, including academic partners, to ensure programmatic and research collaborations remain on track.

**Qualifications**:

Education: Master’s/post-graduate degree in education, education psychology, social work, human development or relevant field or equivalent combination of education and experience is required. Participate in ongoing training courses and share knowledge and skill sets within the unit.

**Work Experience**: A minimum of 6 to 8 years of implementing and/or managing large Education programs and teams is required, within a humanitarian or international development setting, as are at least 1—2 years acting in an advisory capacity on education programming. Education work experience in the Middle East is required. Experience in technical tools and materials development, monitoring and evaluation, and research in relation to education is highly desired. Experience in strategy development and working across sectors or disciplines is highly desired.

Demonstrated Skills and Competencies: Demonstrated expertise in education program design, monitoring and evaluation, with the ability to turn concepts and strategy into measurable action. Strong verbal and written communication skills. Demonstrated commitment to renewing and maintaining currency with best practices. Experience in continuous quality improvement and/or Improvement Science in education contexts a plus.

**Language Skills**: Proficiency in Arabic is highly desired.

Working Environment: Up to 40% travel may be required. This position will be based in Amman or Beirut and will include competitive compensation, return flight to post, shipping allowance, temporary housing and a relocation allowance.

**Application Instructions:**

For more information on how to apply, please click [here.](https://rescue.csod.com/ats/careersite/JobDetails.aspx?site=1&id=994)

# Fellowships, Grants, Internships, and Academic Opportunities

## United States Naval War College Postdoctoral Fellow in National Security Affairs AD-1701-01

**Deadline:** April 18, 2018

**Post Description:**

Launch your scholarly career at one of the nation’s largest and most vibrant graduate teaching departments in the interdisciplinary field of national and international security studies. The National Security Affairs (NSA) Department at the U.S. Naval War College in Newport, Rhode Island seeks to fill a full-time teaching and research postdoctoral fellow vacancy beginning in July 2018.

**The Institution**. The U.S. Naval War College (NWC) is a Professional Military Education (PME) institution serving the nation, the Department of Defense and the U.S. Navy. It is accredited by the New England Association of Schools and Colleges to grant master’s degrees in National Security and Strategic Studies and Defense and Strategic Studies. The College’s core missions are: to educate and develop future leaders; help define the future Navy and its roles and responsibilities; support combat readiness; strengthen global maritime partnerships; promote ethics and leadership throughout the force; contribute knowledge to shape effective decisions through our Hattendorf Historical Center; and provide expertise and advice to the international community through the Stockton Center for the Study of International Law. In the words of founder Admiral Stephen B. Luce, the College is “a place of original research on all questions relating to war and to statesmanship connected with war, or the prevention of war.”

**National Security Affairs Department.** The NSA Department is one of the college’s three core academic teaching departments and is comprised of a blended faculty of scholars and practitioners engaged in a wide range of teaching, research, and outreach. You can learn more about the NSA Department at our webpage: https://usnwc.edu/Faculty-andDepartments/Academic-Departments/National-Security-Affairs-Department **Responsibilities.** This postdoctoral teaching and research fellowship is a one year (up to 13 months) in-resident appointment beginning July 2018 and is renewable by the NSA Department for a second year. Teaching requirement is 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 thirteen 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**. Qualified candidates must have a relevant and recent Ph.D. or have successfully defended their dissertation at the time of appointment. Examples of relevant Ph.D. concentrations include 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 2018 are encouraged to apply. This position is open only to U.S. citizens.

 **Salary**. Salary is $58,323 from the Faculty Schedule and a research travel stipend ($5,000). A relocation incentive may be authorized.

**Application Instructions:** Applications will be accepted through April 18, 2018. The application package must include the following: 1) cover letter, 2) Curriculum Vitae, 3) research proposal (no more than 5 pages); 4) writing sample (no more than 30 pages); 5) teaching evaluations or other evidence of teaching effectiveness (if available); and, 6) applicants must arrange for three letters of recommendation to be sent separately. Applicants should reference VA#NWC-18-10 and forward their application package to: nwc-18- 10@usnwc.edu. Signed letters of recommendation should be sent via email to jill.marion@usnwc.edu (preferred method) or be mailed to: Department of National Security Affairs U.S. Naval War College 686 Cushing Road Newport, RI 02841-1207 ATTN: Jill Marion Please direct any questions about the position or the institution to the Department Chair, Prof. David Cooper, at david.cooper@usnwc.edu.

## Postdoctoral Teaching And Research Fellow NWC Fellowship, Strategy & Policy Department, Naval War College, Washington, DC

**Deadline:** April 20, 2018

The Naval War College is a Professional Military Education (PME) institution serving the Nation, the Department of Defense and the U.S. Navy. U.S. graduates earn a Master of Arts degree in National Security & Strategic Studies, accredited by the New England Association of Schools and Colleges. The College has four main goals: to educate future military and civilian leaders; to conduct research relevant to the Navy and the country; to ensure that naval officers are prepared to plan and lead joint and combined operations worldwide; and to strengthen international cooperation to ensure maritime security. More information on the College can be found at [www.usnwc.edu](http://www.usnwc.edu).

**Strategy & Policy Department**: The Strategy & Policy Department courses use strategic theory, the history of war, and an examination of current-day conflicts to develop critical analytical skills for understanding the interrelationship of policy aims, strategy, and military operations. The interdisciplinary nature of the strategy courses requires that faculty members develop a breadth of knowledge well beyond their primary area of specialization. Additional details regarding the Naval War College and the Strategy and Policy Department curriculum can be obtained by visiting the Naval War College website at <http://www.usnwc.edu/Departments---Colleges/Strategy-and-Policy.aspx>.

**Responsibilities**: The post-doctoral teaching and research fellowship is a one year appointment renewable by the Strategy and Policy Department for a second year. The in-residence fellowship begins in August/September 2018. The position’s teaching requirement is two seminars of the Strategy & War Course taught in the winter trimester from November to February (overall 0-2-0 load). Seminars average 12 professional students who are mid-career officers and civilian government employees. Seminars are team-taught by a civilian academic and a military faculty member. Expectations are high in both teaching and research. Anticipated starting date is August 2018.

**Qualifications**: Qualified candidates must have a recent Ph.D. or have defended their dissertation at the time of appointment. A doctorate in International Relations, International Security Affairs, Political Economy, Regional Studies, Diplomatic and International History, War Studies, Naval/ Maritime History, or Military History is highly desired. Applicants must be U.S. citizens and capable of obtaining a secret security clearance.

**Salary Considerations**: Salary is competitive at $58,323, with benefits, and $5,000 for research support.

**Application Procedures**: Applicants should reference VA#NWC-18-08 and forward their application package to: nwc-18-08@usnwc.edu. The application package should include a cover letter, a curriculum vitae, three letters of recommendation, a research proposal, writing sample (no more than 50 pages in length), and up to three teaching evaluations (where applicable). Applications must be received by 20 April 2018. Questions about the position should be directed to Dr. Michael Pavković, Chair, Strategy and Policy Department at: michael.pavkovic@usnwc.edu or 401-841-7789.

A relocation incentive may be authorized.

Active duty members may apply under this announcement but are subject to eligibility requirements of the Veterans Opportunity to Work Act (VOW). Active duty members must submit a statement of service printed on command letterhead and signed by the command. The statement of service must provide branch, rate/rank, all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.). Please note: you will be ineligible for consideration if your statement of service is not submitted with your application or it shows an expected discharge or release date greater than 120 days after being submitted with your application.

Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.

The Naval War College is an Equal Opportunity/Affirmative Action Employer.

## Harry & Helen Gray/AICGS Reconciliation Fellowship Program 2018

**Deadline:**April 30, 2018

The Harry & Helen Gray/AICGS Reconciliation Fellowship Program, funded by the Harry & Helen Gray Culture and Politics Program and directed by [Dr. Lily Gardner Feldman](https://www.aicgs.org/about/scholars/feldman.aspx), is designed to bring two younger (40 and under) scholars or practitioners working on reconciliation themes concerning Germany and Japan to AICGS for a research stay of six weeks. The fellowship includes a stipend of $4,500, transportation to and from Washington, limited research expenses, and office space at the Institute.

Please note that the Harry & Helen Gray/AICGS Reconciliation Fellowship supports fellows conducting research at AICGS in Washington, DC. We are unable to support research in Europe or Asia.

Harry & Helen Gray/AICGS Reconciliation Fellows will be expected to produce a short analytical essay that will be published on the AICGS website and distributed via the Institute’s email newsletter, [The AICGS Advisor](https://www.aicgs.org/analysis/advisor/index.aspx). AICGS will also provide the opportunity for a public presentation of the fellows’ work to the broader Washington policy community.

AICGS seeks to expand its work on [reconciliation](https://www.aicgs.org/category/reconciliation/)by offering new perspectives on German and Japanese reconciliation in their respective regions and by enriching the debate in the U.S. about sustained or constrained reconciliation on the part of its European and Asian allies. The fellowship is designed to bring two scholars or practitioners (one from Europe and one from Asia) to the Institute to work on topics concerning reconciliation and foreign policy. Geared toward a younger generation, the fellowship seeks to increase awareness that as generations change, history is converted from personal experience to collective national history. The fellowship allows European and Asian fellows to examine together thorny and complicated issues regarding the role of reconciliation in their countries’ foreign policies. AICGS will provide the neutral forum for such examinations in which European and Asian scholars can learn from one another.

Affiliated with [Johns Hopkins University](http://www.jhu.edu/), AICGS provides a comprehensive program of public forums, policy studies, research, and study groups designed to enrich the political, corporate, and scholarly constituencies it serves.  The Institute strengthens the German-American relationship in an evolving Europe and changing world by producing objective and original analyses of developments and trends in Germany, Europe, and the United States; creating new transatlantic networks; and facilitating dialogue among the business, political, and academic communities to manage differences and define and promote common interests.

Qualifications and Applications Procedure

1. Applicants must be citizens of Germany or of other European countries; citizens of Japan, China, or the Republic of Korea working on German or Japanese international reconciliation.
2. Applicants should be 40 and under at the time of application.
3. The fellowship is open to practitioners as well as to PhD candidates and post-doctoral fellows.
4. All application materials MUST be received by AICGS by the deadline in order to be considered for fellowships in the specified period.

**Visa Requirements**

If selected as an AICGS Reconciliation Fellow, foreign nationals must be eligible for and obtain a J-1 visa from a U.S. consulate or embassy at their home country. Applicants should be aware that, due to U.S. immigration regulations, J-1 visas may be subject to the two-year rule, which prohibits individuals from returning to the United States on certain types of visa for a period of two years upon completion of their fellowship at AICGS. (Please contact the U.S. Embassy in your home country for further information on the two-year stipulation.)  AICGS will provide detailed information about the visa process once a fellow has been selected.

**Application Instructions:**

There is no formal application form. To apply for the Harry & Helen Gray/AICGS Reconciliation Fellowship Program, please submit the following materials:

1. a brief cover letter (please indicate your citizenship in the cover letter and how you have heard about the fellowship);
2. a curriculum vitae;
3. a project proposal (5-7 pages, double-spaced) outlining in clear, concise terms the substantive thrust of the research and its relevance to the fellowship’s mission; and
4. two recent letters of reference (professional or academic references).

Send an email to Susanne Dieper, Director of Programs and Grants at: sdieper@aicgs.org

## Harry & Helen Gray/AICGS (The American Institute for Contemporary German Studies) Reconciliation Fellowship 2018, Washington, DC

**Deadline:** April 30, 2018

**Position Description:**

The Harry & Helen Gray/AICGS Reconciliation Fellowship Program, funded by the Harry & Helen Gray Culture and Politics Program and directed by [Dr. Lily Gardner Feldman](http://www.aicgs.org/about/scholars/feldman.aspx), is designed to bring two younger (40 and under) scholars or practitioners working on reconciliation themes concerning Germany and Japan to AICGS for a research stay of six weeks. The fellowship includes a stipend of $4,500, transportation to and from Washington, limited research expenses, and office space at the Institute.

**Responsibilities**:

* Harry & Helen Gray/AICGS Reconciliation Fellows will be expected to produce a short analytical essay that will be published on the AICGS website and distributed via the Institute’s email newsletter, The AICGS Advisor. AICGS will also provide the opportunity for a public presentation of the fellows’ work to the broader Washington policy community.
* AICGS seeks to expand its work on reconciliation by offering new perspectives on German and Japanese reconciliation in their respective regions and by enriching the debate in the U.S. about sustained or constrained reconciliation on the part of its European and Asian allies. The fellowship is designed to bring two scholars or practitioners (one from Europe and one from Asia) to the Institute to work on topics concerning reconciliation and foreign policy.
* Geared toward a younger generation, the fellowship seeks to increase awareness that as generations change, history is converted from personal experience to collective national history. The fellowship allows European and Asian fellows to examine together thorny and complicated issues regarding the role of reconciliation in their countries’ foreign policies. AICGS will provide the neutral forum for such examinations in which European and Asian scholars can learn from one another.

**Qualifications:**

* Applicants must be citizens of Germany or of other European countries; citizens of Japan, China, or the Republic of Korea working on German or Japanese international reconciliation.
* Applicants should be 40 and under at the time of application.
* The fellowship is open to practitioners as well as to PhD candidates and post-doctoral fellows.
* All application materials MUST be received by AICGS by the deadline to be considered for fellowships in the specified period.

**Application Instructions:**

* Send the following to Susanne Dieper, Director of Programs and Grants, sdieper@aicgs.org:
* a brief cover letter (please indicate your citizenship in the cover letter and how you have heard about the fellowship);
* a curriculum vitae;
* a project proposal (5-7 pages, double-spaced) outlining in clear, concise terms the substantive thrust of the research and its relevance to the fellowship’s mission; and
* two recent letters of reference (professional or academic references).
* Find more information on the application process at https://www.aicgs.org/job/harry-helen-gray-aicgs-reconciliation-fellowship-program-2018/

## Fellow/Senior Fellow, Defense Strategies and Assessments Program, Center for New American Security, Washington, DC

The Center for a New American Security (CNAS) seeks to hire a Fellow/Senior Fellow to join the Defense Strategies and Assessments Program, with a focus on aerospace studies. Candidates with prior real world, operational experience in defense and aerospace issues are strongly encouraged to apply. Please note that this is not an area studies position.

The position requires significant policy and force structure analysis, extensive writing for publication, project management, and interaction with high-level domestic and international military and government officials, business leaders, and the media. The following is an overview of primary responsibilities; other tasks may be required, and responsibilities will vary over time.

**Responsibilities**

Research, Writing, and Analysis

* Write in-depth analytic reports, policy briefs, articles, blog posts, op-eds, and other publications relating to defense aerospace issues.
* Develop cutting-edge analysis and contribute to ongoing public debates on future defense aerospace modernization, force structure, and readiness.
* Study trends in adversary capabilities, emerging technologies, and changes in the security environment that will affect U.S. aerospace power projection.
* Explore innovative technologies, force structures, concepts of operation, tactics, and doctrine to maintain U.S. military dominance in air and space power.
* Collaborate with other CNAS researchers and outside authors on projects regarding U.S. national security.
* Create high-quality written and other analytic products that adhere to CNAS editing and publication standards, in coordination with the CNAS publications team.

Project Design, Management, and Implementation

* Conceptualize new research projects and potential sponsors.
* Plan, manage, and coordinate research projects in coordination with CNAS research, business development, publications, and external relations teams.
* Draft proposals and grants to generate new projects in coordination with relevant CNAS staff.
* Research, draft, and edit project reports and assessments.
* Supervise project implementation, ensuring projects meet funder requirements to deliver high-quality products on time and on budget.
* Design and manage research and policy events.
* Travel as necessary to fulfill project requirements.

Outreach

* Establish and maintain relationships with project funders and principle constituents.
* Liaise with critical domestic and international government officials, policymakers, advisors, and business leaders.
* Conduct briefings, presentations, and outreach to key audiences in coordination with CNAS external relations team.
* Represent CNAS in the defense and aerospace communities.
* Institutional Engagement
* Advance CNAS’ mission of delivering principled, pragmatic national security solutions.
* Formally and informally mentor the next generation of national security leaders at CNAS.
* Engage in personnel recruitment, including interview participation.
* Work with CNAS’ business development team and other research teams to develop and mature relationships with program-specific and institutional funders.
* Provide constructive feedback on and critiques of CNAS research publications.
* Collaborate with other CNAS research and operations teams to advance the institution’s mission.
* Staff CNAS activities and events as required.
* Fulfill other duties as required.

**Background Qualifications**

* Prior real world, operational experience working on defense and aerospace issues strongly preferred.
* Advanced degree in related subject and demonstrated expertise on defense aerospace issues.
* Project management experience in developing and implementing work plans, supervising, supporting, and working collaboratively with others.
* Experience with military and Defense Department organizations, operations, and research resources.
* Strong verbal and written communications skills, including the ability to write, brief, and present complex topics to both expert and non-expert audiences.
* Ability to run meetings and workshops that bring together a diverse array of high-level stakeholders with competing interests for collaborative, professional, and productive conversations.
* Strong analytic skills, especially with regard to judging the quality of data and competing information sources.
* Strong writing skills, with the ability to draft complete written products of varying lengths without oversight, engage in rigorous and detail-oriented self-editing, and constructively edit others’ work for substance, style, and presentation.
* Takes initiative and has a track record as a self-starter. Can deliver high-quality work on time without supervision.
* Strong multitasking, time management, and prioritization skills. Can juggle multiple projects and competing priorities.
* Willingness to maintain confidentiality.
* Must be a U.S. citizen.

**About the Defense Strategies and Assessments Program**

The Defense Strategies and Assessments (DSA) program focuses on the strategic choices and opportunities available to preserve and extend U.S. military advantage in the face of evolving security challenges. From assessing the past, present, and future security environments to exploring alternative operating concepts, force structures, and basing options to testing alternatives through innovative scenarios and wargames, the DSA program aims to be a hub of innovation and action. Areas of debate and discussion extend to U.S. defense strategy and spending, air and maritime power projection, and space as an area of emerging competition. With its innovative research, writing, and engagement, the DSA team drives the defense debate forward.

**About CNAS**

The Center for a New American Security (CNAS) is an independent 501(c)3 non-profit research organization dedicated to developing strong, pragmatic and principled national security and defense policies. Building on the deep expertise and broad experience of its staff and advisors, CNAS engages

policymakers, experts and the public with innovative, fact-based research, ideas and analysis to shape the national security debate. CNAS is located in Washington, D.C.

**To Apply**

CNAS is accepting online applications only. Candidates must apply online using this link: https://cnas.bamboohr.com/jobs/view.php?id=9

Complete application must include a cover letter explaining interest in and qualifications for the position and a résumé or CV.

All qualified applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, or national origin.

**Analyst in African Affairs, Washington DC**

**Deadline:** 4/30/2018

**Position description:**

The Congressional Research Service (CRS) Foreign Affairs, Defense and Trade Division is accepting applications under its 2018 Graduate Recruit Program for an Analyst in African Affairs. This position will be filled at the GS-09 or GS-11 level (see "Duties" below).

ABOUT THE GRADUATE RECRUIT PROGRAM:

Initial appointments under the Graduate Recruit Program will be made for a period up to 120 days beginning in the spring/summer of 2018. Initial appointments are expected to convert to permanent, contingent upon participants' performance and completion of all degree requirements, and availability of funding. Those students who return to school to complete their advanced degree program may be eligible for a permanent position once they obtain their degree.

ABOUT CRS:

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As shared staff to congressional committees and Members of Congress, CRS experts assist at every stage of the legislative process—from the early considerations that precede bill drafting, through committee hearings and floor debate, to the oversight of enacted laws and various agency activities.

CRS is well known for analysis that is authoritative, confidential, objective, and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

A legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for nearly a century. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and committees.

**Application:**

For more information, click [here.](https://www.usajobs.gov/GetJob/ViewDetails/495602400)

**Analyst in Global Health and International Development, Washington, D.C**

**Deadline:** 4/30

### **Responsibilities**

The Analyst in Global Health and International Development will work on a broad range of issues related to global health, including policy responses to international infectious diseases and pandemics; health-related international development issues; U.S. and international global health assistance programs; foreign assistance policies, programs, and budgets; and agencies and institutions responsible for administering global health programs. Applicants should have a solid education and/or professional background in international development and global health. A general understanding of the relationship between global health challenges, international development, and federal global health policies and programs will be an important element of the position. The position requires the ability to utilize analytical methods and techniques to analyze policy issues for the U.S. Congress. The candidate should be comfortable with quantitative approaches in research and be familiar with a broad range of public policy issues related to global health and international development. The work also includes locating/interpreting factual information; conducting research; preparing objective, non-partisan descriptive, background, and analytical reports; and participating in team research projects and seminars.

The ideal candidate will have the ability to perform in-depth analysis; experience in international development and global health; and coursework in emerging international development and global health. Applicants with an advanced degree in public health or international development policy are especially encouraged to apply.

Strong writing skills, including the ability to synthesize complex analyses into easy-to-understand language for a non-technical audience are required.

The analyst position carries promotion potential to the GS-15 level.

For more information on how to apply, click [here.](https://www.usajobs.gov/GetJob/ViewDetails/495601900)

## AICGS American-German Situation Room, Washington, DC

**Deadline:** Rolling basis through Fall 2018

**Position Description:**

The American-German Situation Room is set up to provide office space for German journalists, academics, and policy thinkers seeking to immerse themselves in Washington policy circles to better understand the currents and trends of political debates. A joint initiative of The German Marshall Fund of the United States (GMF) and the American Institute for Contemporary German Studies (AICGS), the project offers an opportunity for German experts to spend time in Washington, studying developments in the United States that are of central importance to American-German relations. Successful applicants will be considered visiting fellows at GMF’s and AICGS’ joint “American-German Situation Room” in Washington, DC. The fellowship includes a free desk and wireless Internet access at GMF’s headquarters (1744 R Street NW, Washington, DC 20009) and visa fee assistance for individuals not eligible to enter the United States under the Visa Waiver Program. In addition, a travel grant for a round trip ticket to and from Washington, DC, can be available.

**Application Instructions:**

* If you are interested in the “American-German Situation Room” and are an expert in your respective field, please submit the following to Ms. Franka Ellman (fellman@gmfus.org).
* A resume;
* A cover letter which explains your motivation and interest in German-American relations and provides details about the time frame/potential starting date as well as what you would focus on while in Washington, DC (and possibly other parts of the United States) and whether you require travel grant assistance.
* Find more information on the application process at https://www.aicgs.org/job/american-german-situation-room/.

## Ashoka, Latin America Intern, Arlington, Virginia

**Posted:** March 5, 2018

**Position description:**

Ashoka is looking for creative, analytic students to serve as interns on the Latin America team for the Fall 2017 semester. Undergraduate and graduate students are encouraged to apply. Interns can work out of the Arlington, VA location or remotely, depending on location.

Key Skills:
Collaborative Projects (cross team, leadership)
Technology (programming, data management, web development, coding)
Graphic Design
Data Analysis & Management
Communications & Marketing
Research
Organizing

Interns will primarily be working to map Ashoka fellows in Latin America and provide support to the Latin America team as necessary. Spanish language skills preferred, but not necessary.

**Application Instructions:**

For more information on how to apply please click [here](https://www.ashoka.org/en/engage/work-with-us?p=job%2FoC5O5fwk%2Fapply).

## Refugee Client Services Intern, International Rescue Committee (IRC), San Diego, CA

**Position description:**

The International Rescue Committee (IRC) responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 27 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. Domestically, our 27 offices across the U.S. ensure new arrivals have food, shelter, and clothing, and work with refugees to help them gain self-sufficiency.

**Scope:**The Refugee Client Services intern will be instrumental in helping newly arrived refugees, and other refugees who are facing significant barriers to connect to appropriate services in San Diego.

**Responsibilities:**

* Drive and accompany clients to appointments, such as the DMV, health check-ups, legal consults, schools (for children’s enrollment), etc
* Assist Resettlement Caseworkers with airport pickups for newly arriving refugee families
* Assist with setting up the apartments of families scheduled to arrive to San Diego, including shopping for a set list of items
* Take clients to banks or credit unions to open accounts
* Accompany clients on bus/metro trips to help them learn routes on the San Diego public transit system

**Learning Objectives:**

1. Student will learn about service plans and the essential steps of setting up new refugee families for success in San Diego.

2. Student will learn about the U.S. Refugee Admissions Program and the resettlement process.

3. Student will learn more about the populations of refugees making San Diego their new home.

**Start Date:**June 2018

**Duration:**11 Weeks; 20 - 35 hours per week, Unpaid

**Qualifications**

* Must be currently enrolled in a Master’s program focused on Education, International Relations/Development, Social Work, or related field
* Excellent organization skills, strong communication and interpersonal skills, empathetic, and ability to effectively collaborate
* Ability to use basic functions of Microsoft Excel and other Microsoft Office programs
* English fluency required
* 1+ years related work or volunteer experience with a non-profit strongly preferred
* A strong interest in working with a diverse, low-income population is required
* Proactive, motivated and flexible; able to remain calm and adapt within a fast-paced work environment
* Language skills a plus (Arabic, French, Somali, Farsi or Swahili)
* Valid driver’s license, reliable vehicle with current insurance and the ability to travel regularly.

**Application Instructions:**

To learn more about this opportunity, please click [here.](https://rescue.csod.com/ats/careersite/JobDetails.aspx?site=1&id=1232)

## Volunteer Internship, Global Communications and Media Relations, Summer 2018, Council on Foreign Relations

**Position Description:**

CFR’s volunteer internships give selected volunteer interns the opportunity to receive training in the area of foreign policy; as well as skills training in areas such as writing, research, and program planning.

The Global Communications and Media Relations department focuses on maximizing the presence of CFR in print, broadcast, and online media outlets and on promoting CFR’s roster of products, which includes on-the-record events, CFR books, Council Special Reports, Task Force reports, working papers, online publications and interactive features, and Foreign Affairs articles.  The department also works to ensure that CFR experts are visible in the news media.

**CFR volunteer internships are unpaid, require a 16- 21 hour commitment, and are filled on a rolling basis.**

The major responsibilities of this position will include (but are not limited to):

* Helping to draft press releases and media advisories
* Fielding public inquiries about CFR and media requests for experts
* Tracking and recording media mentions of CFR publications
* Assisting staff and press at on-the-record events and other projects as needed
* Conducting research on relevant journalists
* Qualifications
* Undergraduate or graduate student majoring in communications, journalism, or international relations
* Previous customer service experience a plus
* Proficiency in Microsoft Office Suite and media monitoring services preferred
* Ability to multitask and work well collectively in a fast-paced environment
* Good organizational skills and attention to detail

**Application Instructions:**

For more information on how to apply for this position, click [here](https://careers-cfr.icims.com/jobs/1242/volunteer-internship%2C-global-communications-and-media-relations%2C-summer-2018/job).

## Volunteer Internship, Publishing Business, Summer 2018, Council on Foreign Relations

**Position Description:**

**The major responsibilities of this position will include (but are not limited to):**

* Researching marketing and sales opportunities for the magazine in higher education, including corresponding with educators who use Foreign Affairs in the classroom
* Organizing special mailings of Foreign Affairs for publicity purposes
* Assisting with financial operations of the magazine, researching web usability and marketing strategies
* Assisting in ongoing social media and digital marketing efforts for the brand, develop and report on search engine marketing campaigns

**Qualifications**

* Undergraduate student with educational concentration in business, marketing, political science, communications, media studies, journalism, or other related field
* Strong interest in the business side of publishing a must. Previous publishing and/or media experience a plus
* Strong computer skills, including proficiency in Microsoft Office
* Detail oriented and able to handle multiple tasks simultaneously
* Strong communication, writing, and customer service skills

**About CFR**

Founded in 1921, the Council on Foreign Relations (CFR) is a leading nonprofit membership organization, research center, and publisher, with headquarters in New York, an office in Washington, DC, and programs nationwide. It is dedicated to increasing America's understanding of the world and contributing ideas to U.S. foreign policy. CFR's 5,000+ members are leaders in international affairs and foreign policy. CFR also publishes Foreign Affairs, the preeminent magazine on global issues, and provides up-to-date information about the world and U.S. foreign policy on its award-winning website, CFR.org.

The Council on Foreign Relations is an Equal Opportunity Employer. Quality, diversity, and balance are the key objectives sought by the Council on Foreign Relations in the composition of its workforce.

**Application Instructions:**

For more information on how to apply click [here.](https://careers-foreignaffairs-cfr.icims.com/jobs/1257/volunteer-internship%2C-foreign-affairs%2C-publishing-business%2C-summer-2018/job)

## Volunteer Internship, Editorial, Summer 2018, Council on Foreign Relations

**Position Description:**

* Supporting editors in search engine optimization and image research, social media, multimedia production, and content staging for foreignaffairs.com.
* Attending Council meetings as time permits

**Qualifications**

* Undergraduate student with concentration in political science, international affairs, journalism, or related field
* Demonstrated interest in journalism and online publishing; past relevant internship experience preferred
* Strong writing, editing, and Internet skills
* Some basic knowledge of Adobe Photoshop, InDesign, html, and Microsoft Office Suite

**Application Instructions:**

For more information on how to apply please click [here.](https://careers-foreignaffairs-cfr.icims.com/jobs/1256/volunteer-internship%2C-foreign-affairs%2C-editorial%2C-summer-2018/job)

## SAHR Digital Marketing Intern Internship, Strategic Advocacy for Human Rights (SAHR), San Francisco/Oakland, USA

**Post description:**

We work with local lawyers to investigate and collect evidence of violence against women and other marginalized groups. We then devise innovative arguments grounded in international and local law to enforce survivor’s human rights in court and build support for them within their communities. In addition, we offer training on strategic litigation, impact storytelling and legal reform to members of the community acting on their own behalf to advance gender equality.

**Person Specification**

The ideal candidate for our Digital Marketing Intern position is based in San Francisco/Oakland and has:

* BS/BA in Computer Science, Information Systems, Design, Marketing or related field preferred. An equivalent combination of training and experience may substitute.
* minimum two years’ experience in web design/management and online marketing
* strong knowledge of online marketing principles and experience with web marketing best practices, Google analytics and SEO (SEM knowledge a bonus)
* strong project management skills
* working knowledge of HTML and basic knowledge of CSS
* Experience in development, execution and measurement of email, social media and advertising campaigns
* Excellent communication and teamwork skills
* Attention to detail and outstanding organizational skills
* Proficient with all MS Office products (Word, Excel, Outlook, Powerpoint, Project)
* Experience with CRM (backend) tools for database driven websites
* Ability to work independently, with minimal supervision and with tight timelines
* Is positive, optimistic, enthusiastic and has have a sense of humor as well as excellent interpersonal working skills

**Key Responsibilities**

The selected candidate will work in a vibrant, global and young environment. S/he will have the opportunity to contribute to the activities of SAHR and to participate in the improvement of SAHR’s outreach and visibility work. Main tasks will include, among others, support to:

Oversee and execute digital marketing efforts (website, website contract/vendor and digital marketing, social media strategies)

Utilize strong analytical ability to optimize online customer experience across multiple channels and customer touch points, while maintaining consistency of brand image, identity and message.

Create and update website content, create landing pages to support outreach efforts

Test websites (public site and intranet) across browsers, operating systems and devices

Review and interpret website and digital marketing analytics

Make recommendations for overall website and digital marketing performance based on analytics and trends in non-profit and human rights as well as related industries

Provide planning expertise for evolution of websites and digital marketing efforts Keep abreast of new web technologies and digital marketing trends; implement these new technologies into campaigns

**Reporting Structure:** The selected candidate will report to the Head of Growth & Co-Founder and provide regular updates of progress to the monthly management meeting.

**Hours of Work**: 5 to 15 hours/week according to availability - although we firmly believe in fair and equal employment, we unfortunately are not yet in a position to remunerate the internship.

**Application Instructions:** to apply please send your cover letter and CV/Resume to Sara, Head of Growth & Co-Founder at sara@sa-hr.og and to Sophie, Impact Advisor, at sophie.d@sa-hr.org

## SAHR Development Support Intern, Strategic Advocacy for Human Rights (SAHR), San Francisco/Oakland, USA

**Post description:**

We work with local lawyers to investigate and collect evidence of violence against women and other marginalized groups. We then devise innovative arguments grounded in international and local law to enforce survivor’s human rights in court and build support for them within their communities. In addition, we offer training on strategic litigation, impact storytelling and legal reform to members of the community acting on their own behalf to advance gender equality.

**Person Specification:**

* The ideal candidate for our Development Support Intern position:
* Is based in San Francisco/Oakland
* Has experience with fundraising strategies and writing grant proposals
* Has a Higher degree in relevant field, ideally nonprofit administration management, but also international development, social sciences, political science
* Is an excellent communicator, someone who is ready to accept the challenge to raise awareness about women’s rights and access to justice for women South Asia and the Middle East
* Will elicit interest in SAHR’s activities and create opportunities for SAHR to increase its overall performance and impact in the community
* Is positive, optimistic, enthusiastic and has have a sense of humor as well as excellent interpersonal working skills

**Key Responsibilities**

 The selected candidate will work in a vibrant, global and young environment. S/he will have the opportunity to contribute to the activities of SAHR and to participate in the improvement of SAHR’s outreach and visibility work. Main tasks will include, among others, support to:

* Developing fundraising strategies and proposals
* Identifying key funding priorities and funding sources and, develop high quality proposals
* Develop a mechanism for tracking funding needs, grants and proposal development
* Create long-lasting donor partnerships
* Compile and maintain a database of local and international donors, foundations private donors, local and international women’s rights groups
* Compile thorough research for the organisation
* Consistently monitor donors’ websites and new calls for proposals
* Inform the other team members about suitable calls for proposals in relation to ongoing activities of the organisation and its set goals
* Maintain a database of successfully funded projects in the region and derive a list of potential partners that could be contacted for future collaborations
* Write concept notes, grants and full project proposals
* Present innovative ideas to the rest of the team and answer to their questions
* Participate in phone/skype/zoom calls as needed
* Participate and support all the activities organized and promoted by the organisation

**Application instructions:** to apply please send your cover letter and CV/Resume to Sara, Head of Growth & Co-Founder at sara@sa-hr.og and to Sophie, Impact Advisor, at sophie.d@sa-hr.org

**Schwarzman Scholar**

**Deadline:** May 31, 2018

Designed to prepare the next generation of global leaders, Schwarzman Scholars is the first scholarship created to respond to the geopolitical landscape of the 21st Century. Whether in politics, business or science, the success of future leaders around the world will depend upon an understanding of China’s role in global trends.

### **REQUIRED FORMS AND RECORDS INCLUDE:**

* **A complete and successfully submitted online application**, including the requested personal statement(s) and supplementary components below.
* **Uploaded transcripts/academic records**from every degree-granting college or university attended (undergraduate or graduate – must be combined into one PDF and then uploaded). If transcripts are not in English, official translations must be included.
* **Three electronic letters of recommendation.** At least one of these letters must come from a recommender who can comment on the specific examples of leadership described in the candidate’s application, but the recommender must at least be able to comment on the candidate’s leadership qualities from direct knowledge of the candidate. Recommendations must be translated to English by a professional translator if written in another language.
* **Video:**Submission of a video is strongly recommended but not required.  The video  can be up to one minute in length, and candidates are invited to introduce themselves in any style or setting they think best conveys their interests and personality. Note: the file must be less than 20MB in order for you to upload it to the application.
* **Current resume/CV:**Please submit a resume or c.v. appropriate for any application for employment in your country. This can be no longer than 2 pages.
* **Two Essays:**
	+ **Essay One: Statement of Purpose and Leadership** (750 words).  Feel free to write this as one continuous statement or to break it into short sections for each theme.  In either case, you must stay within the 750-word limit. Describe your professional interests and goals; how they have evolved over time, and how will the Schwarzman Scholars program and a deeper knowledge of China’s role in the world help advance your goals?  Based on your prior professional and personal experiences, how do you think you will contribute to the community of Schwarzman Scholars and to the program’s mission? Include specific situations in your professional, academic, or personal life when you have demonstrated the leadership qualities outlined below. Guidance on describing your leadership qualities and experience in the Statement of Purpose and Leadership: Candidates must describe specific examples of their leadership that (1) explore their intellectual/analytical abilities to understand challenges and opportunities, and envision solutions, (2) take initiative to act, (3) use strong interpersonal skills to inspire a team effort, and (4) push through resistance and/or challenges in reaching results. The applicant's example(s) of leadership might address some but not all of these characteristics. Examples might include efforts such as founding a student or community organization that successfully addressed a pressing need; taking on a transformative role in an existing organization; founding and running a startup to take advantage of an emerging opportunity.  Candidates should NOT let these examples limit their thinking and should draw on their own personal experiences for similar examples of leadership.  The key is to help the committee understand the candidate’s leadership characteristics, not just to list titles and accomplishments. Candidates should avoid describing situations that might fall into one of the following categories, all of which are valuable learning and growth experiences, but do not give the committee a deeper understanding of the applicant's leadership characteristics over extended periods of time: (1) accomplishing a difficult but typical task assigned in the workplace (2) solving brief problems of cultural miscommunication while traveling or studying overseas (3) simply winning office in a student or community organization (It is, however, helpful, to describe the challenges faced and accomplishments achieved in office.) (4) brief situational challenges (focus instead on longer term projects and challenges.)
	+ **Essay Two: Current Affairs Essay** (up to 500 words): Choose an issue in contemporary social, international, business, environmental, diplomatic, arts, or other policy that is of interest to you. This essay should lay out the current factors and trends influencing the topic and make a realistic recommendation of how local, national, or international leaders should intervene to contribute to a more peaceful and prosperous future.

We discourage applicants from submitting any supplemental materials that are not required, such as portfolios, writing samples, additional recommendations, etc. Such materials will not be shared with the Review Committee.

Applicants who hold passports from Mainland China, Hong Kong, Taiwan, and Macao, regardless of where they attended university or reside, will apply between January 1st and May 31st, 2018 through the portal available [here](http://application.sc.tsinghua.edu.cn/f/login). The selection process for Chinese nationals includes an online application and in-person interview at Tsinghua University in Beijing early July 2018. Candidates will be notified as soon as admissions decisions are reached, by October 1st, 2018 at the latest.

Further detail is available in the **Instructions to Applicants, please click** [here.](https://www.schwarzmanscholars.org/admissions/application/)