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# Employment Opportunities (National)

**Special Events and Fundraising Coordinator (Temporary), New York City**

**Posted:** May 16

**Post description:**

The Global Justice Center (GJC) is a fast-growing influential human rights organization that uses the progressive enforcement of international law to promote a global rule of law based on gender equality. We develop innovative legal strategies to define, establish, and protect human rights and gender equity. We work at the United Nations and with global partners including governments, civil society leaders, women and democracy leaders in conflict and post-conflict situations to dismantle embedded patriarchal structures in legal and political systems around the world.

The Global Justice Center is currently seeking a highly motivated and energetic Special Events and Fundraising Coordinator with a passion for human rights and the ability to synthesize complex ideas and explain them simply and engagingly. We are looking for a dedicated fundraiser with exceptional interpersonal skills who is interested in joining a small and high-energy team. We’re looking for a team member who is familiar with the world of international human rights and advocacy, with experience managing the execution of a fundraising gala event including concept development, planning, securing sponsorships and overall event management logistics including day-of event coordination, programming, implementation and analysis. The Special Events and Fundraising Coordinator will report directly to the Grants and Development Manager.

This position is available immediately and will continue through the end of December 2018 (with the potential to transition into a permanent role).

**Post description:**

I. Duties & Responsibilities﻿

●    Conduct prospect research for new individual and institutional funding opportunities

●    Provide administrative support before, during and after fundraising meetings, including but not limited to scheduling meetings, making reservations, communicating with meeting attendees and timely follow-up activities from meetings

●    Support the Grants and Development Manager with grant applications and reports, including compiling necessary materials, drafting applications and reports, and tracking deadlines

●    Assist with direct mail campaigns including annual report and annual appeal

Gift Acknowledgment, Tracking & Database Coordination

●    Support the Digital Communications Manager to maintain an accurate and up to date donor and event attendee database

●    Prepare letters and other correspondence including but not limited to gift acknowledgements, and coordinate follow-up with staff in a timely manner

Special Event Planning & Coordination

●    Assist the Grants and Development Manager with planning the Global Justice Center’s inaugural Gala

●    Conduct research, gather information, and assist senior management with the negotiation of contracts prior to closing any deals with potential vendors

●    Coordinate logistics and all Gala details such as decor, catering, entertainment, transportation, location, sponsorship, special guests and speakers, etc.

●    Assist the Digital Communications Manager to promote and publicize event

●    Proactively handle any issues and troubleshoot any emerging problems on the event day

●    Assist the Digital Communications Manager by tracking and managing event registration pages and RSVP’s

●    Assist the Grants and Development Manager to cultivate and expand sponsorship development and fulfillment

●    Conduct post-event evaluation to determine how future events could be improved

●    Provide volunteer coordination and recognition for GJC’s inaugural Gala

#### Qualifications

●    Bachelor’s degree required.

●    2-3 years development experience in an advocacy or policy-based organization.

●    Strong verbal, written, and interpersonal communication skills.

●    Experience planning, managing, and executing fundraising events

●    Experience communicating with donors and potential donors.

●    Experience with maintaining relations with Board of Directors.

●    Ability to multitask, meet deadlines, initiate and manage projects, prioritize, and perform a wide variety of tasks with maximum efficiency;

●    Strong computer and database skills, especially with Salesforce.

●    Excellent writing skills and the ability to write well under tight deadlines.

●    Experience working with legal organizations, legal theories or non-direct service non-profits a plus.

**How to apply:** Please send a cover letter and a resume resumes@globaljusticecenter.net.

**Executive Assistant, Physicians for Human Rights, New York New York**

**Posted:** May 11, 2018

**Post description:**

The Executive Director seeks an Executive Assistant to be a “right hand”, providing strong support for a wide range of administrative services. This is a full-time position based in our New York headquarters.

The successful candidate will be highly professional and demonstrate the ability to work independently, possess exceptional communication skills (verbal and written), and be highly organized. They must have a positive, can-do attitude, be self-motivating with sound judgment, possess the ability to trouble-shoot and research solutions, display a high degree of tact and discretion, and enjoy challenges and a work environment where no two days are alike. This position reports to the Executive Director.

Responsibilities

* Manage the Executive Director’s (ED) calendar, coordinate meetings, and ensure that the ED’s schedule is managed and communicated in an efficient manner
* Organize and support meetings and conferences by compiling agendas, and coordinating logistics and guest attendance
* Support the ED and other leadership in managing communication and acting as institutional liaison with PHR Board members
* Manage and organize the Board of Directors by preparing for Board meetings, maintaining and updating as necessary Board orientation materials, and taking minutes in all Board and Board committee meetings
* Maintain the central filing system for PHR’s official records and other organizational materials
* As directed by the ED, conduct research, and assemble and analyze data to prepare reports and documents
* Reconcile monthly expenses and expense reports for the ED and Director of International Policy & Partnerships
* Organize and coordinate travel and accommodation arrangements
* Coordinate logistics and liaise with outside consultants for PHR’s annual staff retreat
* Draft and edit correspondence, communications, and other documents including presentations
* Provide administrative support to other executive team members, as required, and take minutes in weekly Executive Team meetings
* Maintain PHR’s yearly charitable solicitation and manage annual compliance renewal process for all domestic PHR offices
* Other duties as assigned

#### Qualifications

* Minimum of 3-5 years’ experience in an administrative role
* Bachelor’s degree
* Ability to maintain strict confidentiality with all business matters and exercise good judgment and discretion at all times
* Mature, resilient, resourceful, and detail oriented
* Ability to work both independently and as a member of a team; able to effectively interact with a variety of personalities and temperaments
* Excellent interpersonal skills, including ability to work with staff at all levels, interact with Board members, and represent the organization tactfully and diplomatically
* Demonstrated project management experience including the ability to plan efficiently, organize, and manage several projects simultaneously with limited supervision or direction, while meeting deadlines
* Excellent written and verbal communication, organizational and time management skills
* Strong working knowledge of Microsoft Office (Excel, Word and PowerPoint)
* A commitment to human rights is essential

**How to apply:**

Please send a cover letter (with compensation requirements), a sample of both professional writing and PowerPoint presentation skills, and resume, including “Executive Assistant, OPS-16-004” in the subject line. Please indicate in your cover letter where you saw this posting.

**Digital Associate, Atlas Network, Ballston, Virginia**

Posted: May 14, 2018

#### **Position description**

Atlas Network is a nonprofit organization that removes barriers to opportunity and prosperity worldwide. Over three decades, it has built a global network that connects more than 475 free-market organizations in more than 90 countries.

Atlas Network seeks an entrepreneurial-minded digital associate to be a key member of the marketing & communications team and to provide critical day-to-day implementation of our digital marketing & communications efforts.

**Core Responsibilities**

* Email Marketing Management: Liaising with other departments, oversee the organization's email marketing strategy and execution (loading up emails, segmenting, copy editing, et cetera).
* Social Media Management: Manage day-to-day social media monitoring, publishing, content curation, and community engagement. Develop relevant language and social content to complement our overarching content strategy. Develop and execute digital marketing campaigns (Facebook, Instagram, Twitter, YouTube). Monitor and manage monthly metrics and analytics for all digital platforms.
* Web: Post written content to web. Curate, update, and monitor content on website(s). Support overall website management. Monitor and manage monthly metrics and analytics for website(s)
* Google Grants: Manage Google Grants AdWords account by creating, optimizing, and expanding campaigns and ad groups.
* Light Graphic Design: Help liaise with outside graphic designers on various projects. Help all departments with small, day-to-day graphic or photo needs. Design program-related digital banners / image headers. Some social media image design. Occasional other light design projects.
* Live Event Coverage: Travel to one or more Atlas Network events a year to perform live social media and web coverage. Build minute-by-minute digital communications plan for all Atlas Network events.
* Writing: Assist in various copy and content editing, while also authoring blog posts regularly.

#### **Qualifications**

* 1-2 years digital (web and/or social media) experience
* Ability to take ownership of project processes and to identify opportunities to improve those processes
* Track record of being able to manage range of projects while maintaining an eye for detail
* Passion for the organization’s mission, knowledge of the cause of liberty, and high level of interest in international affairs as well as those in the U.S.
* Optimism; Atlas Network has a “can do” culture
* College degree preferred
* Proficiency with Adobe Photoshop, Illustrator, and/or InDesign
* Experience with Mailchimp or other applicable software preferred.

**How to apply:**

Qualified candidates should submit the following application materials in one PDF with your name in the file:

* Résumé
* Cover letter explaining your salary requirements and your philosophical interest in this position
* A writing sample
* A short paragraph write-up on email marketing (or directly applicable skills related to that) experience you've had
* 3 Professional References (at least one supervisor)

Please include “Digital Associate, Atlas Network – Your Name” in the subject line of your email. Materials should be emailed in one PDF document to Daniel Anthony, VP of Marketing, Communications, and Training, who is managing the search: Daniel.Anthony@AtlasNetwork.org.

**Associate for Policy and Programs, Product Stewardship Institute, Boston, Massachusetts**

**Posted:** May 8, 2018

**Position description:**

The Product Stewardship Institute (PSI) seeks a passionate, self-motivated, highly organized policy enthusiast with strong project management and leadership skills to join our team of dedicated, collaborative environmental stewards. This is an excellent opportunity to be part of a fast-paced organization that has been at the forefront of the product stewardship movement in the U.S. for the past 18 years.

* Salary: commensurate with experience (includes a generous benefits package).
* Deadline Application: until filled
* Start Date: immediate opening

PSI works with diverse stakeholders to reduce the health, environmental, and economic impacts of a [wide array of consumer products](http://www.productstewardship.us/?page=Product__Work) including paint, carpet, mattresses, thermostats, batteries, electronics, packaging, and pharmaceuticals. Best known for our collaborative approach to developing both voluntary and legislated solutions to recycling and waste management issues, PSI has a long history of successes, including:

* Conceived of, and facilitated, the multi-stakeholder dialogue process that led to the first industry-run paint recycling program in the country, now operating by law in eight states and the District of Columbia;
* Initiated the national discussion on e-waste management that resulted in electronics recycling laws in 25 states;
* With Staples and the U.S. Environmental Protection Agency, piloted the first voluntary retail-based computer recycling program in the country, which became a model for Best Buy and related programs;
* Helped Connecticut develop and pass the first mattress recycling law in the U.S., becoming a model for similar laws passed in California and Rhode Island; and
* Led a national coalition that changed the federal law and subsequent regulations to allow pharmacies to collect controlled prescription drugs, increasing consumer convenience and lowering costs.

As a member of PSI’s highly passionate and collaborative team, you will work on/lead a variety of projects, particularly those related to paint, electronics, packaging, and toxics. These projects include: educate stakeholders about packaging EPR programs and develop a U.S. model; help pass new paint stewardship laws and improve existing programs; help recycled paint manufacturers increase consumer awareness and retail availability of their products; promote green cleaning products in collaboration with retail grocery stores; advise government agencies on electronics program best practices and regulatory changes; conduct curbside recycling and recycling market research; assist local governments in specific states to develop and implement product stewardship programs and policies.

Job Responsibilities

* Manage multiple, complex, and fast-moving projects from conception through implementation and reporting; complete projects on time and on budget while meeting PSI’s high quality standards.
* Help design and conduct research, analyze data, and write high-impact reports.
* Build interest in, and support implementation of, product stewardship through education, outreach, and technical support to government, nonprofit, and for-profit organizations.
* Analyze/recommend policies, regulations, and legislation, and advocate for passage.
* Help design, coordinate, and facilitate multi-stakeholder calls and meetings focused on technical product stewardship topics.
* Assist to develop voluntary and legislated stewardship programs; coordinate pilot projects; and evaluate and improve existing programs.
* Create PowerPoint presentations and speak on behalf of PSI at conferences and on webinars.
* Identify new project and funding opportunities that advance the organization’s mission, and assist in developing grant proposals.
* Build and nurture relationships with companies, environmental groups, and government agencies.
* Assist with project development and grant proposal writing.
* Keep abreast of domestic and international product stewardship initiatives.

#### Qualifications

The ideal candidate will have a strong environmental and/or waste management and recycling policy background, and demonstrated project management and team leadership skills. Other qualifications include:

* Bachelor’s Degree (Master’s Degree preferred) in an environmental discipline. Experience in the environmental field, and product stewardship in particular, strongly preferred.
* Positive “can do” attitude and ability to work well independently and as part of a team.
* Ability to multi-task in a fast-paced organization with numerous priorities.
* Adept at managing multiple projects simultaneously and able to produce high-quality results, on time, and within budget.
* Strong technical skills including research techniques, pilot design, policy analysis, project evaluation; ability to advocate for policies, including during the legislative process.
* Highly developed communication and interpersonal skills, including exceptional writing and the ability to translate ideas into clear, compelling proposals, presentations, and reports.
* Experience facilitating groups in person and over the telephone.
* Ability to work collaboratively and objectively with representatives from government, industry, environmental groups, and those with other stakeholder interests.
* Ability and initiative to identify and build relationships with potential clients and strategic partners.
* Knowledge of voluntary and regulatory product stewardship programs, laws, and regulations in the U.S. and abroad, preferred.

**How to apply:** Please email (with subject line “Associate for Policy and Programs”) a cover letter, resume, and two writing samples (one research report and one shorter piece). Applications received without writing samples will not be considered. Additional work samples welcome.

**Regional Specialist, United Nations Development Programme (UNDP), New York, New York**

**Posted**: May 8, 2015

#### **Position description:**

Under the guidance and direct supervision of the Senior Regional Advisor, the Regional Specialist is responsible for substantively supporting the effective management of the Bureau and implementation of programmes in the region within the thematic/sectoral areas assigned. The Regional Specialist analyzes political, social and economic trends and leads formulation, management and evaluation of programme activities within his/her portfolio, as well as provides policy advisory services. S/he interacts closely with the Istanbul Regional Hub (IRH), relevant units in HQ and COs in the region to ensure timely and coherent support to the demands and needs of the region vis a vis inter-governmental bodies, donors and other key stakeholders. S/he participates with RBEC senior management in initiating engagement with new partners and nurturing relationships with existing ones and advocates for the region’s development priorities.

Duties and Responsibilities

* Development of programme priorities and strategies
* Regional Monitoring and Oversight Support
* Strategic partnerships and implementation of the resource mobilization strategy
* Provision of top quality policy advisory services to Governments and facilitation of knowledge building and management
* M&E in line with the corporate requirements within RBEC

**1. Support the development of programme priorities and strategies as follows:**

* Provision of analysis and research of the political, social and economic situation in the region and preparation of substantive inputs to relevant documents;
* Support in identification of areas for support and interventions for regional and sub-regional programmes
* Co-ordinate the preparation of reports for submission to senior management and governing bodies on programme performance ensuring quality and accuracy of comprehensive data, clear assessment of impact and alignment with development goals and results-based performance.

**2. Regional Monitoring and Oversight Support**

* Provides support to the Senior Regional Advisor to enable the smooth functioning of the Bureau and ensure timely delivery of agreed outputs in adherence to corporate policies, procedures and accountability frameworks;
* Promote, support and facilitate RBEC wide synergies, teamwork and collaboration by among other things, ensuring effective coordination and information-sharing with the RH/Istanbul, HQ/NY, and the COs, facilitating coherence and cross-fertilization between programme activities and special corporate support initiatives, and by strengthening overall staff awareness of, and contribution to, related corporate discussions and decisions;
* In line with the UNDP strategic plan, provides technical and strategic support for the implementation of the RBEC vision, and strategy at the regional and country levels, including actions aimed at sustainability, program relevance, partnership development and coordination of corporate change processes and projects;
* Contributes to the development of Bureau positions on CO and sub-regional portfolios, based on analysis, forecasting and consultations and sharing knowledge with the Senior Regional Advisor and Country Liaison Team;
* Analyze overall programme implementation performance at the aggregate level and advise the Senior Regional Advisor on possible opportunities, risks and/or changes;
* Support results-based monitoring of regional and sub-regional portfolios, in close collaboration with the Regional Programme and Country Office Liaison and Support Teams by among other things, working with the Teams to analyze and report on regional results, including by synthesizing RBM performance.

**3. Supports the creation of strategic partnerships and implementation of the corporate resource mobilization strategy in cooperation with the Regional Hub and COs:**

* Support the Senior Regional Advisor in partnership building and resource mobilization efforts through analysis and by providing inputs to and consolidating contributions of COs for the development of proposals and the conceptualization of the Bureau’s partnership and resource mobilization strategy in cooperation with BERA both in HQ and through Partnerships and Communications Teams in the Regional Hub;
* Contribute to UNDP-led crisis and recovery-related resource mobilization efforts in close coordination with relevant Bureau and Corporate units by monitoring data on country programmes, project performance, evolving needs and possible opportunities;
* Participate in inter-agency meetings to better harmonize and inform the development and monitoring of joint initiatives and programmes based on thorough understanding and review of COs programmes and strategies.
* Collaborate and interact with UN system partners to promote effective coordination of development activities, exchange views and ideas and assess trends and development needs as per evaluation of the region’s overall programmatic performance;
* Identifies and pursues opportunities for resource mobilization; builds and maintains contacts with New-York based donor representatives; ensures early finalization of MOUs and Donor Agreements; liaises with Treasury on actual receipt of funds from donors. In line with the corporate communication and information strategy, contributes to and supports the implementation of the Bureau strategy by among other things, proposing adaptations to evolving country and (sub) regional conditions, fostering relationships with media and the public, and ensuring that the donor funded programs are sufficiently highlighted at all levels;
* Serve as the UNDP’s Executive Board Secretariat RBEC focal point to ensure that regional perspectives and priorities, are included as appropriate in the overall EB agendas  and policy and strategy setting,  including by liaising with member states on behalf of the EB secretariat, supporting the preparation of   side-events with member states,  and through the regular development of substantive inputs to enable successful outcomes of meetings, events and sessions.

**4.Supports the provision of top quality advisory services and facilitation of knowledge building and management as follows:**

* Identification of sources of analysis and information related to policy issues of relevance to the region and RBEC programs.  Identification and synthesis of best practices and lessons learnt directly linked to policy goals of the countries in the region;
* Support the development of policies and institutions that will address regional problems and needs in collaboration with the Governments and other strategic partners;
* Sound contributions to knowledge networks and communities of practice.

**5. Supports M&E efforts in line with the corporate requirements within RBEC:**

* With the support of colleagues in the Istanbul Regional Hub, as well as the Operations Specialist, assumes responsibility for Bureau wide planning and reporting exercise, with a focus on the quality assurance of planning/reporting contents;
* With IWP, in collaboration with Istanbul Regional Hub (IRH), the incumbent 1) ensures that Bureau strategic priorities are formulated and resourced, incorporating lessons learned, and inclusive of clearly articulated corporate risks, and 2) In cooperation with Country Support colleagues, provide advice on the quality of inputs to CO submissions to ensure accuracy and consistency;
* In cooperation with IRH and Country Support colleagues, ensure the quality of ROAR reporting in line with corporate standards, provide advice on the quality of inputs to CO submissions to ensure accuracy and consistency;
* Participates in corporate task forces on various programmatic and RBM related matters and, as needed, provide advice to the management on the subject matter;
* Support monitoring, evaluation and RBM standards, quality assurance/ control and capacity development in close collaboration with colleagues in IRH.

Competencies

**Innovation**

* Ability to make new and useful ideas work

**Leadership**

* Ability to persuade others to follow

**People Management**

* Ability to improve performance and satisfaction

**Communication**

* Ability to listen, adapt, persuade and transform

**Delivery**

* Ability to get things done while exercising good judgement

**Technical/Functional**

**Development Planning**

* Knowledge of development planning processes at macro and sectoral levels and the ability to apply to strategic and/or practical situations

**Results-based Management**

* Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results

**Monitoring and Evaluation**

* Knowledge of methodologies, tools, systems and apply practical experience in planning, monitoring, evaluating and reporting and ability to apply to practical situations

**Risk Assessment / Management**

* Knowledge of risk assessment methodologies and abilty to determine degree of risk and apply to strategic and/or practical situation
* Ability to identify and prioritize risks, and organize action around mitigating them

**Results-based Management**

* Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results

**Quality Assurance**

* Ability to perform administrative and procedural activities to insure that quality requirements and goals are fulfilled

**Project Management**

* Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals

**Data Measurement**

* Ability to set goals and indicators and to interpret and synthesize results into usable information to inform policy, strategy, and/or action

**Brief & Speech Writing**

* Ability to prepare quality briefs and/or speeches

**Research (General)**

* Knowledge of various programme information for research to provide recommendation and guidance to management

Required Skills and Experience

**Education**:

* Advanced university degree in International Relations, Economics, Political Science or other related social sciences.

**Experience**:

* At least five years of progressively responsible professional work experience in development, economics or other related field of work. For applicants in possession of only a first level university degree, a minimum of seven years of relevant work experience are required.

**Language Requirements**:

* Fluency in written and spoken English. Fluency in Russian is highly desirable.

**Other:**

* Exposure to and knowledge of the RBEC region
* Non-Smoking environment

**How to apply:** Click [**here.**](https://jobs.partneragencies.net/psc/UNDPP1HRE2/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=16235&SiteId=2&PostingSeq=1&PortalActualURL=https%3a%2f%2fjobs.partneragencies.net%2fpsc%2fUNDPP1HRE2%2fEMPLOYEE%2fHRMS%2fc%2fHRS_HRAM.HRS_CE.GBL%3fPage%3dHRS_CE_JOB_DTL%26Action%3dA%26JobOpeningId%3d4097%26SiteId%3d2%26PostingSeq%3d1&PortalContentURL=https%3a%2f%2fjobs.partneragencies.net%2fpsc%2fUNDPP1HRE2%2fEMPLOYEE%2fHRMS%2fc%2fHRS_HRAM.HRS_CE.GBL&PortalContentProvide)

**Government & Public Services (GPS) Strategy and Analytics Global Partners (Military Readiness) Expert, Arlington, Virginia**

**Posted:** 14 May, 2018

**Position description:**

Are you a leader interested in working in a dynamic team based environment that offers opportunity for new and challenging responsibilities? Are you passionate about helping clients align their business model, operating model, processes, technology and workforce with their larger business vision and strategy? If you are seeking a role that offers you the opportunity to advise government (Federal, State, Local) clients through critical and complex issues to change how they manage their operations, while allowing you to develop personally and professionally, consider a career in Deloitte’s Strategy and Analytics practice!

**Work you’ll do**

 As a Specialist Master (Subject Matter Expert), you will:

* Work with leaders of mission and mission-support business units to structure and drive complex, large-scale initiatives across several key dimensions of, and the full life-cycle of military readiness.
* Work with client account teams and their clients to shape, win, and lead opportunities focused on improving military readiness – current and future operations.
* Work with broader Deloitte practices to bring the best of Deloitte functional and industry capabilities to support readiness initiatives.
* Serve as a subject matter expert on topics related to policy / business reform, improving readiness (capability, capacity), and use of innovative technologies and models to achieve readiness objectives.
* Train and grow the next generation of Public Sector practitioners through recruitment, training, and mentorship of junior staff.
* Be a thought leader in government and public sector through publications, public speaking, and related eminence activities.

**The Team**

Deloitte’s Government & Public Sector practice is passionate about making an impact with lasting change.  Driving transformation with government clients requires fresh thinking and a creative approach. We collaborate with client teams and with teams from across our organization to help our clients change what they do and do what they do better to achieve their transformation vision.

Our Strategy & Analytics practice helps clients with their strategy, transformation, and analytics needs. We work across the enterprise and within operating models and organizational units, offering business, technology- and data-driven solutions to address our clients’ transformation agenda. Join us, and play a key role in helping our clients achieve innovative, impactful, sustainable results!

#### Qualifications

 Required:

•       Bachelor's degree in Political Science, International Studies/Development, Business, or other related field.

•       10+ years of relevant industry and / or consulting experience.

•       4+ years in a technical or functional leadership role.

•       Experience working as a military attaché, managing cooperative defense programs, managing international cooperative programs, and/or managing public-private sector relationships.

•       Demonstrated ability to share, develop, and / implement interoperable capabilities / solutions between the DoD and coalition partners.

•       Demonstrated ability to cultivate relationships with DoD coalition partners, USG agencies, academia, and private sector vendors.

•       Demonstrated knowledge of the mission planning, warfighting domains, and phases of operations.

•      Understanding of the Universal Joint Task List (UJTL) community, organization, and the roles / responsibilities of each member - Chairman of the Joint Chiefs of Staff, the Combatant Commands, Services, Combat Support Agencies, National Guard Bureau, and Joint Staff.

•      Broad understanding of the National Security Strategy, Chairman’s Risk Assessment (CRA), Joint mission-essential tasks, and service specific mission essential task lists.

•      Demonstrated ability to advise / influence leaders and policy related to planning, deployment, and sustainability of the total force to execute the Defense Strategy.

* Demonstrated understanding of the four major areas of international programs: foreign solutions, cooperative programs, sales and export (Foreign Military Sales (FMS)/Direct Commercial Sales (DCS)), and technology security/foreign disclosure.

•      Understanding of Joint Integration Capability Development System (JCIDS) Directive ([CJCSI 3170.01](https://dap.dau.mil/policy/Documents/2015/CJCSI_3170_01I.pdf)) and [Manual](https://acc.dau.mil/communitybrowser.aspx?id=267116).

•      Proven leadership skills demonstrating strong judgment, problem-solving, and decision-making abilities.

•      Experience developing senior-level client relationships.

•      Experience presenting to executives or other key decision makers to present and drive buy-in of ideas.

•      Experience mentoring and coaching others.

 Preferred:

·        Active Security Clearance (DoD Secret or above)

·        MBA, MPP

·        Demonstrated experience with evaluating and driving large scale initiatives related to personnel readiness, training readiness, equipment readiness.

·        Experience and knowledge of the Special Operations Forces Capabilities Integration and Development System.

* Knowledge and familiarity with the utilization of “By, With, and Through” strategies to meet mission objectives.

·        Venture capital and investment strategy experience.

* Experience leading and working with multi-disciplinary teams.

**How to apply:** Click [here](https://www.globaljobs.org/jobs/16423-arlington-virginia-deloitte-government-public-services-gps-strategy-and-analytics-global-partnerships-military-readiness-expert).

**Executive Assistant, Women Enabled International, Washington, DC**

**Deadline:** May 25

**Major Duties and Responsibilities:**

* Provide administrative support to WEI’s legal, development, and operations teams, including maintaining files, maintaining calendars, scheduling meetings, making travel arrangements, making copies, sending mail, drafting correspondence, and managing and maintaining database records;
* Coordinate and serve as a main point of contact for international convenings and other special events, including handling invitations and RSVPs, negotiating hotel contracts, travel arrangements, and other logistics;
* Assist with scheduling and facilitating communications, meetings, and listservs via email, Skype, phone, and online meeting platforms;
* Coordinate WEI Board meetings and other internal and external meetings, including developing agendas in consultation with WEI programmatic staff, tracking RSVPs, taking meeting minutes, and performing follow up duties as necessary;
* Proofread and format documents;
* Support the drafting of WEI annual reports and grant reporting;
* Maintain email alert database and draft and format e-alerts;
* Contribute to WEI’s social media presence on Twitter, Facebook, Instagram, and Linked In, using a social media dashboard and recruit and supervise social media interns;
* Support the implementation of WEI projects and grant activities, including through discreet research assignments and special projects; and
* Perform other duties as assigned.

**Qualifications:**

* B.A., with a preference for applicants who have a degree in a relevant field (e.g., Political Science, Human Rights, International Affairs, Women’s Studies, Disability Rights, Communications, or similar.)
* Demonstrated administrative experience, preferably in a non-profit setting.
* Strong organizational, multitasking, and time management skills.
* Demonstrated excellence in writing, research, and communication.
* Ability to work with diverse communities and excellent interpersonal skills.
* Commitment to furthering WEI’s mission of advancing the rights of women and girls with disabilities.
* Experience organizing in-person conferences, meetings and events, including facilitating international travel arrangements for participants and negotiating hotel contracts.
* Experience with online communication and meeting platforms such as Skype, GoTo Meeting, Survey Monkey, Mailchimp, social media dashboards, etc.
* Proficiency in document editing & MS Office programs (Word, Excel, PowerPoint, Publisher.)
* Strong work ethic and attention to detail.
* Proficiency in Spanish preferred.
* Must be eligible to work in the United States.

**How to Apply:** Applications should be sent to Personnel@WomenEnabled.org, and must include a detailed cover letter, resume, brief writing sample and contact information for three references. Applications will be reviewed on a rolling basis and should be received no later than May 25, 2018.  Please include ‘Executive Assistant’ in the email subject line. No telephone inquiries please. Only complete applications will be reviewed and only short-listed candidates will be contacted.

**Budget and Human Resources Officer, Strategic Capacity Group, Washington DC**

**Post description:**

The Budget and Human Resources Officer (BHR) provides financial, operational, and human resources support to Strategic Capacity Group (SCG). S/he reports to the Director of Finance and Administration and serves as an integral member of a growing team.

**Requirements:**

1. A Bachelor’s degree and at least three years of relevant experience is required.

2. A general understanding of US GAAP requirements is required. Knowledge and experience with U.S. government financial regulations for grantee organizations is strongly preferred.

3. Knowledge of QuickBooks accounting and reporting software and the ability to utilize basic formulas in Microsoft Excel.

 4. The ability to maintain confidentiality related to sensitive financial and human resources matters.

5. Excellent organization and prioritization skills to support Strategic Capacity Group’s continued fast-paced growth.

 6. Demonstrated ability to maintain assigned office functions at headquarters and to communicate reliably and effectively when the Director of Finance and Administration is away on travel.

**How to apply:** Strategic Capacity Group, Inc. is an Equal Opportunity Employer (EEO) that does not discriminate based on any characteristic protected by federal, state, or local law. To apply for this position, please send a resume and cover letter to Amanda Hague, Director of Finance and Administration, at ahague@strategiccapacity.org.

**Project Coordinator, Strategic Capacity Group, Washington DC**

**Position description:**

Strategic Capacity Group (SCG) is hiring Project Coordinators to serve on SCG’s Core Logistics Team and support the organization’s portfolio of projects around the world. These positions will support the planning and execution of workshops, training events, and assessments around the world; the execution and management of travel and event logistics; and communication with sponsors, hosts, participants, and trainers to ensure the seamless execution of project activities. Project Coordinators will provide substantial design, monitoring, and evaluation support to SCG’s security sector capacity building programs, providing high-level research, analysis, and reporting when assessing project efficiency, effectiveness, and impact. These positions will also provide technical support and guidance in the design and execution of host-nation partner capacity-building initiatives

**Required Qualifications, Skills and Experience:**

• Willing to travel to internationally as required;

• Fluency in English and French;

• Master’s Degree in Security Studies or a related discipline with knowledge of Security Sector

Reform processes and best practices;

• A minimum of three years of proven project implementation experience, including experience managing all logistical and operational aspects of event planning and execution, the administration of contracts, management of vendors, journey management, and budget tracking;

• Knowledge of training, education, or other capacity building approaches, and/or experience working in or with the U.S. State Department or U.S. embassies overseas;

• Knowledge of and experience working in West and Central Africa (Burkina Faso, Central African Republic, Mali, Mauritania, Niger, Nigeria, and/or Senegal); and

• Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

**How to apply:**

Please send resume, cover letter, and three references to jobs@strategiccapacity.org. Compensation ($40,000-60,000) commensurate with experience.

**Senior Program Officer, Strategic Capacity Group, Senior Program Officer, Washington DC**

**Post description:**

SCG is seeking to hire 1-3 Senior Program Officers to lead projects within SCG’s growing portfolio of security sector capacity building programs in the Sahel. Senior Program Officers are responsible for leading project management and implementation for assigned projects, including overseeing the planning and execution of all project activities, coordinating stakeholder engagement, ensuring project staff adhere to SCG’s security protocols, and conducting M&E and project reporting.

**Required Qualifications, Skills and Experience:**

Ideal candidates will have experience leading the design and implementation of security sector projects overseas, ideally in Africa, and managing complex international teams in multiple locations.

Additionally, candidates will be well versed in security sector reform best practices, have knowledge and experience in designing and implementing effective capacity building approaches, and experience working with or for the U.S. government or other international donors. Candidates should also be able to demonstrate effective communications skills, including experience training and facilitating and engaging with high level security sector (e.g. police, ministry of interior, ministry of justice) officials, and the ability to produce publishable quality written products. Specifically, the ideal candidate will:

• Be able to work professionally in both English and French;

• Be willing to travel frequently (up to 40% of the time) throughout the Sahel and be located at SCG’s Tysons, VA offices;

• Hold a Master’s Degree in Security Studies or a related discipline; Ph.D. preferred. Alternately, candidates with significant law enforcement experience who meet the other position requirements are also welcome to apply;

• At least five (5) years project management experience with at least two (2) years directly managing and overseeing overseas project(s);

• Proven experience in security sector capacity building assessment, design and implementation, with experience designing, leading, and evaluating training preferred;

• Proven record of analytic excellence and report writing; and

• A record of stakeholder engagement and relationship building, ideally with security sector stakeholders (e.g. police, ministries of interior).

**How to apply:**Please send resume, cover letter, two references, and a writing sample to (jobs@strategiccapacity.org). Interviews will be conducted until positions are filled. Compensation (80,000- 100,000) commensurate with experience.

**Program Manager, Caspian Policy Center, Washington, D.C**

**Posted:** May 15

**Post description:**

The Program Manager is responsible for taking the lead in all program components, including: managing administrative and logistical tasks; assisting with program development; contributing to the program’s research agenda, and providing budgetary support.

**Essential duties:**

**Administrative Duties:**

* Manages the day-to-day operations of the office, including fielding program calls, maintaining program calendar, and arranging travel.
* Oversees fiscal management of the program, including tracking revenue and expenses.
* Maintains up-to-date records of program contacts in Center-wide database.
* Plans and coordinates event logistics for high-level meetings, briefings, conferences, public and private events, luncheons, and program meetings.
* Prepares and disseminates routine correspondence and interacts with program stakeholders to ensure successful outreach and information flow.
* Manages competing priorities and multiple projects under tight deadlines.
* Supervises intern staff in day-to-day activities.

**Program Support Activities:**

* Conceptualizes new project ideas in coordination with the Program Director and Fellow.
* Writes and substantively contributes to the grant proposal process.
* Represents the program, as needed, at internal and external meetings.
* Communicates effectively with constituency groups, media, governmental entities, and the general public.
* Travel to the region as necessary.
* Manages social media and other promotional activities for the program.

**Research Support Activities:**

* Writes independently to support the program’s research agenda.
* Edits written deliverables for both substance and language clarity.
* Drafts summary reports of forums, symposia, and conferences.
* Prepares working group prospectuses, presentations, invitations, and related materials.
* Drafts meeting agendas and event summaries.

#### Qualifications

**Required skills:**

* Previous administrative experience.
* Academic or professional background in Foreign Policy and International Politics.
* Must be a detail-oriented person and possess effective communication and organizational skills.

**Preferred skills:**

* Experience multitasking and operating in a fast-paced work environment.
* Degree in international relations or related field of study.
* Demonstrated interest in Eurasian/Caspian studies/affairs

**How to apply:** Send an email to info@caspianpolicy.org

**Business Development Manager, EIU – Public Policy, Economics, Politics, New York or Washington, D. C.**

**Posted:** May 16

**Position description:**

The Economist Intelligence Unit (EIU) is the research and analysis division of The Economist Group and the world leader in global business intelligence.  Created in 1946, we have 70 years’ experience in helping businesses and governments to understand how the world is changing and how that creates opportunities to be seized and risks to be managed.  Consistently rated one of the best for-profit think tanks for the quality and accuracy of our data and forecasting.

**Why EIU**

* One of the world's most widely recognized and established brands
* The most strategic and fastest growing division within the Economist Group
* Consistently rated one of the best for-profit think tanks

**What we can offer you**

* An entrepreneurial environment that rewards resourcefulness, initiative, and a brave approach to developing new sales opportunities
* A global, high growth business working across a diversity of key sectors that significantly impact global economic growth and development
* An experienced and professional environment working with highly trained globally-based consultants and analysts
* A "create your own destiny" approach to professional growth and mobility
* An opportunity to develop project opportunities that engage business and policy leaders on key global economic and social issues

**Role and how you will contribute to EIU's success**

This new business development role is based in Washington DC or New York City.  It is critical to the growth of EIU's U.S. businesses and supporting our overall growth in the Americas regions.

The ideal candidate will be a sales or business development professional with 5+ years of success closing complex new client deals of $100K+ through a consultative sales approach.  The candidate will be required to build an organic (new) pipeline of deals and meet monthly, quarterly and annual sales targets. The candidate will have key relationships with public policy organizations and corporations across the U.S. and demonstrate a track record of developing an organic pipeline of qualified opportunities and consistently achieving sales targets and objectives.

As a Business Development Manager for the U.S. market you will sell research and evidenced-based consulting solutions to new public and private sector accounts, including corporations, government, trade associations, NGOs and development banks.  While informing corporate internal strategy, corporate external positioning and advocacy initiatives the solutions will include public policy, macroeconomics, country risk, and geo-political analysis.  You will be required to work efficiently and effectively with technical resources (EIU consultants and analysts) to develop proposals and manage client expectations and relationships.

**In this role you would be expected to:**

* Create qualified opportunities to pipeline through relationship building, matching client needs with EIU Consulting solutions and capabilities, and identifying project funding sources
* Negotiate project budgets with clients and facilitate the negotiation of contract terms and conditions working with EIU’s legal team
* Conduct business development activities (cold calls, face-to-face meetings)
* Identify and present to potential new accounts within the public and private sectors
* Develop proposal concepts and generate scoping documents and/or proposals
* Work closely with EIU consultants to ensure high-quality proposals and project implementation that exceeds promised deliverables
* Closely monitor tenders from key client organizations; build relationships with decision-makers before and during the bid process
* Develop strategic partnerships with relevant external organizations and experts to facilitate pipeline development and increase closure rates
* Work with the Global Commercial Director to develop, implement and adhere to personal business plan
* Work with the Regional Consulting and Editorial Directors for the Americas or EMEA to devise and implement regional strategy and objectives
* Serve as client advocate for large engagements, acting as interface between EIU project team and client stakeholders
* Work alongside Marketing and Consultant teams to create impactful collateral that presents the EIU value proposition in an effective manner
* Leverage reporting tools in salesforce, providing accurate perspective of current pipeline and overall activity levels
* Keep up to date with the EIU portfolio and the competitive marketplace
* Exceed revenue targets and achieving monthly activity goals (calls, meetings, leads) within assigned territory
* Manage sales pipeline effectively to move opportunities toward closure
* Maintain the high quality and professional image of The Economist Group in all communications and dealings with clients and prospects

Experience, skills and professional attributes

**To succeed in this role you must have:**

* 5+ years of business development experience and a track record of selling new business strategic intelligence and evidenced-based research services to senior decision-makers within Corporations, Governments and Non-Profits, and/or Corporations.
* Undergraduate Degree or equivalent work experience.   Masters Degree in a field such as International Affairs, Public Policy, Business or Economics is desirable
* Proficiency in Excel, PowerPoint and Salesforce
* Proficiency in English; Other languages desirable – Spanish,French, Italian, Arabic, etc.
* A network of established relationships/contacts across relevant organization types (listed above) and sectors (public policy, financial services, energy, technology, etc.)

**To succeed in the role you must demonstrate:**

* The ability to quickly develop a strong knowledge base of EIU consulting solutions and capabilities, public policy topics, global business trends and economic principles
* An understanding of business trends, global affairs and economic principles
* that you are a strategic thinker, persistent hunter and over achiever
* the ability to communicate effectively and work efficiently with a diversity of internal technical teams to achieve results.
* The ability to manage multiple opportunities at different stages of development and effectively move thru the pipeline to achieve short, mid and long term sales targets.

If this role matches your skills, experience and motivations then please submit your CV with a covering note identifying why you feel you would be a great addition to the team along with your salary expectations.

In return, we provide a supportive and progressive environment with a wide range of opportunities for you to grow both personally and professionally.

**How to apply:** Click [here.](https://careers-economist.icims.com/jobs/4471/business-development-manager%2C-eiu---public-policy%2C-economics%2C-politics/login?mobile=false&width=1200&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240)

## Senior Advisor for Peace, Security, and Democratic Resilience, NDI, Washington, D.C.

**Posted:** April 23, 2018

**Position Description:** Increasingly, NDI’s partners around the world are faced with conflict, violence and insecurity, threatening the democratic gains that have been made over the last several decades. At the root of many of these problems are unresolved political issues. In some countries, elites use violence to advance or settle political disagreements, while in other countries ethnic and religious differences have resulted in conflict. Fragile states with extreme poverty and weak governance often become targets for transnational terrorism and extremism. In most cases, women and girls suffer disproportionately and have little voice in resolving conflict.

NDI seeks a Senior Advisor for Peace, Security and Democratic Resilience to provide the Institute broad guidance in designing programs to deal with conflict and insecurity, improving institutional approaches and tools, forming new institutional relationships, and building NDI’s external profile in this area.

**Responsibilities:**

*Work across the Institute to support programming in countries faced with conflict, insecurity, fragility or extremism*

* Serve as lead technical advisor for programs in conflict-affected countries including but not limited to:  Syria, Iraq, Yemen, Libya, Burkina Faso, Niger, Mali, Nigeria, Afghanistan, Pakistan, Bangladesh, and elsewhere
* Conduct in-country assessments at the regional, national, and local levels, including the role of security forces in mitigating/exacerbating conflict
* Assist in program design, taking the lead on the conflict assessment section of proposals and proposing program activities pertinent for the given conflict context
* Serve as lead trainer for relevant program activities and conduct training for NDI staff in country offices and DC on conflict sensitive approaches to program implementation

*Build new tools and develop staff capacity in priority country programs and at NDI’s headquarters*

* Develop lines of inquiry, design tools and determine approaches to identify drivers of conflict and radicalization as well as community vulnerabilities
* Create a refined conflict and fragility analysis and do no harm assessment process and set of tools
* Conduct formal analyses and assessments to ensure programs  are conflict-sensitive and consider various types of risk (including participant, staff and NDI reputational risk)
* Develop and/or recommend a set of monitoring and evaluation approaches for programs in conflict-affected and fragile contexts, such as complexity-aware monitoring
* Serve as team lead for internal midterm and final program evaluations of programs with significant peace and security components

*External Engagement*

* Identify and engage:  key donor agencies including (USAID, UK FCO and DFID, Global Affairs Canada, World Bank, UN and others); local partner organizations; research organizations and think tanks that focus on conflict, fragility, insecurity, and CVE
* Nurture a network of practitioners able to be called upon to contribute to the wide-range of initiatives within the spectrum of conflict, fragility, security and CVE programming
* Provide insight into the roles, structures, decision-making processes and approaches of military agencies and forces relative to peace and security efforts, as well as coordinate relationships and access to such agencies where appropriate

**Qualifications:**

* Bachelor degree required. Master’s degree preferred in relevant disciplines such as international affairs, political science
* ​Minimum ten (10) years relevant professional experience in international development related to fragile states and conflict affected countries with experience conducting in country assessments, recommending/developing monitoring and evaluation approaches, and design tools for utilization in vulnerable communities
* Knowledge of current international approaches to resolving conflict, fragility, extremism issues and specific familiarity with USAID, DOD and US State approaches, including knowledge of USG Stabilization Assistance Review
* Strong analytical approaches to problem solving combined with practical on the ground program development; experience designing and executing trainings to educate staff and partners organizations to build capacity on conflict sensitive approaches in programmatic work desirable
* Ability to work in a collaborative, multi-disciplinary organization
* Prior military experience or knowledge of military engagement in efforts related to conflict stabilization and peace building
* Prior demonstrated experience building strong networks of key influencers to achieve a common goal with various external stakeholders
* Fluency in oral and written English required; additional abilities in French, Arabic or other relevant languages also useful

**How to Apply:** To apply for this position, please visit the NDI website at: **[https://ndi.secure.force.com/careers/](https://ndi.secure.force.com/careers/%22%20%5Ct%20%22_blank)​**    *​*

## Visiting Assistant Professor of International Affairs/ American Foreign Policy, The Bush School of Government and Public Service, College Station, Texas

**Posted:** April 10, 2018

**Position Description:**

The Department of International Affairs in the Bush School of Government and Public Service at Texas A&M University invites applications and nominations for a one year visiting assistant professor position in the field of international relations/international affairs. The successful applicant will teach two sections of the Department’s required course in American foreign policy and other courses in the areas of military strategy, deterrence and nuclear policy.

**Qualifications:** Candidates must have the Ph.D. (in political science or international affairs) in hand upon arrival.

**How to Apply:** Applications must be made through the Texas A&amp;M Workday site. The job number is R-004670. The site can be accessed here: <https://tamus.wd1.myworkdayjobs.com/TAMU_External>. (Candidates with an existing

TAMU affiliation must apply here: https://jobs.tamu.edu/internal-applicants/.)

Applicants should upload a formal letter of interest that includes reference to the

position and a curriculum vitae. Please have three letters of recommendation sent to:

Professor Gregory Gause c/o Ms. Janeen Wood (preferably as electronic attachments to bushschoolinta- facultysearch@tamu.edu) The Bush School of Government &amp; Public Service Texas A&amp;M University 4220 TAMU College Station, TX 77843-4220.

## 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.

**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.

**How to Apply:**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).

**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

 **How to Apply: 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).

## 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).

**Development Manager, iMentor, New York New York**

**Post description:**

The Development Manager will be iMentor NYC’s resident prospect researcher, driving asset mapping in support of our frontline development staff. Reporting to the Director of Development, iMentor NYC, the Development Manager (DM) will help secure funding across all revenue sources, including foundation, corporate, and individual giving.

The ideal candidate will be a strong researcher and writer, eager to steep themselves in iMentor NYC's program to tell the stories of our pairs and equally excited to identify new funding sources. This person will play a critical role in to supporting iMentor's largest region on the path toward financial sustainability and strategic programmatic expansion.

Responsibilities

Prospect Research and Cultivation

* Research new prospects to strengthen iMentor’s pipeline across revenue streams: foundations, corporations and individual funders;
* Support the development of cultivation strategies for both new and current foundation funders utilizing Salesforce, LinkedIn Wealth Engine, Charity Navigator and Foundation Center.

Grant Writing and Reporting

* Write exceptional grant proposals and reports, letters of inquiry, internal briefing documents and memos, and other communications and materials, as needed, effectively and succinctly capturing iMentor’s work and impact;
* Work closely with AD of Development to leverage grant templates, report on and renew existing grants and prepare for five-figure grant proposals;
* Manage internal grants calendar and schedule to ensure proposals are submitted on time.

Project and Systems Management

* Build relationships with key departments within iMentor – e.g., program, finance, and research and evaluation – to aggregate data and information that will help inform and tailor grant requests to strongly align with the grant-making priorities of each foundation;
* Provide administrative, systems and project support to plan, coordinate and execute events to convene funders.;
* Update and maintain iMentor’s Salesforce database of foundation funders and prospects.

Donor Communication and Special Initiatives

* Devise a stewardship and communications plan that engages supporters with the stories of mentor-mentee pairs, iMentor national impact, and the broader organizational development of iMentor;
* Collaborate with special event committee(s) to support event coordination and execution;
* Create mailing list(s), draft End of Year (EOY) appeal letters and work with mail house venders to execute EOY Giving plan;
* Support organization-wide and development team initiatives and events, including weeknight evenings.

#### Qualifications

* 3+ years professional experience in relevant field with demonstrated success in grant and proposal writing, development, member/constituent services, or journalism/public relations; experience in the non-profit sector a must;
* Strong writing skills with ability to demonstrate persuasive writing and articulate clear and concise thoughts;
* Sharp analytical skills to figure out the inputs that lead to desired outputs, figure out what’s missing, what’s superfluous, and how to do it better with a strong focus on systems and process;
* Strong contributor in team environments to help strengthen internal communications, collaborations, and organizational culture;
* Understanding of local fundraising landscape and development cycle;
* Proven track record of relationship development with ability to balance mutually beneficial relationships and work collaboratively toward outcomes;
* Exceptional project management skills and ability to balance multiple, complex projects in a highly deadline-driven environment;
* Displays resiliency and realistic optimism when articulating challenges in their work and ability to use a solutions-based, collaborative approach to drive change.
* Quick learner who demonstrates an eagerness to continually strengthen their understanding of iMentor’s work, impact, successes, and challenges. Continually seeks constructive feedback and leverages input to move work forward;
* Flexible and adaptive to effectively manage changing priorities and new opportunities;
* Deep commitment to equity, diversity and inclusion and aligned in thought and action with iMentor's values;
* Bachelor’s degree required;
* Employment is contingent upon the completion of a satisfactory fingerprinting and criminal background check, conducted by the Division of Human Resources at the NewYork City Department of Education.

**How to apply:** Click [here.](https://app.trinethire.com/companies/613-imentor/jobs/9082-development-manager-nyc)

**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.

**How to Apply:**

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.

**Engagements Subject Matter Expert, Booz Allen Hamilton, Fort Meade, Maryland**

**Posted:** May 16, 2018

**Post description:**

Provide support to the partnership development division of a Joint client. Support the development of strategic partnerships with various domestic and international governmental entities or organizations and conduct tasks associated with planning, coordinating, and preparing USCYBERCOM for meetings, conferences, visits with allies, services, agencies, Combatant Commands, and other parties, including visit coordination, logistics, and Command information packages. Compile and coordinate approval packages for international agreements, plan, support, and assess security cooperation activities, and organize and support international engagements. Follow DoD international agreements and security cooperation processes.

#### Qualifications

-10+ years of experience with supporting DoD international or domestic affairs activities

-Experience in supporting DoD operations, strategy, policy, or planning with Service, Joint, non–DoD organizations, or foreign nations

-Experience with strategic or operational partnerships in support of military service elements, Joint commands, DoD agencies, non–DoD organizations, or foreign nations

-Experience with working in military service or Joint staff, including supporting senior military and civilians

-Knowledge of military processes, methodologies, and orders

-TS/SCI clearance with a polygraph

-BA or BS degree

**How to apply:** Click [here.](https://bah.wd1.myworkdayjobs.com/en-US/BAH_Jobs/job/USA-MD-Fort-Meade-9800-Savage-Rd/Engagements-Subject-Matter-Expert_R0028455)

## 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.

**How to Apply:**

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

**How to Apply:**

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

**Senior Counterintelligence Analyst, Cyberspace Solutions LLC, Washington D.C.**

**Posted:** May 15, 2018

**Post description:**

Cyberspace Solutions is looking for a Senior Counterintelligence Analyst to support the Federal Bureau of Investigation (FBI) performing counterintelligence analysis using a wide variety of analytical techniques used to determine and communicate trends and patterns, fill gaps in information and project events, identify anomalies, ascribe meaning to events or information from disparate sources, and develop defensible judgments and conclusions based on accepted research and analytical methodologies.

#### Qualifications

* Minimum eight (8) years of analyzing intelligence in the USIC.
* Bachelor's degree from an accredited institution.
* Experience with Russia or China counterintelligence, intelligence or international affairs.
* Significant experience in using a wide variety of analytical techniques used to
determine and communicate trends and patterns, fill gaps in information and
project events, identify anomalies, ascribe meaning to events or information from
disparate sources, and develop defensible judgments and conclusions based on
accepted research and analytical methodologies.
* Substantial knowledge of the intelligence and investigative programs' operations,
procedures, techniques, and terminology of the entire Intelligence Community and
the FBI; the proper development and presentation of information; and the proper
fulfillment of related information needs and responsibilities.
* Highly-developed skill in oral and written communication to provide information,
expert advice, and guidance; persuade others to consider recommendations
made/argue a position; and abstract concepts and facts clearly and effectively to
share with various entities of the intelligence community.
* Ability to pass a polygraph examination if a successful CI polygraph has not been recorded within the past five (5) years.
* Knowledge of and/or experience in the utilization of pre-existing FBI databases and systems to include Palantir, DaLAS, DIVS, etc. If the contractor has little to no experience in the utilization of these systems, the contractor shall have the capability to be trained;
* Familiarity with counterintelligence, intelligence or international affairs;
* Excellent oral and written communication skills; and
* Knowledge of and/or experience in the utilization of pre-existing FBI databases and systems to include Palantir, DaLAS, DIVS, etc. If the contractor has little to no experience in the utilization of these systems/the contractor shall have the capability to be trained.

**How to apply:** Click [here](https://www2.jobdiva.com/candidates/myjobs/openjob_outside.jsp?a=hrjdnwb0n9nf41ypy7b1255l8y9byr0184l2cs841vx3xngw4yazkouzy5778fva&from=COMP&id=10768481&SearchString=&StatesString=&jobseq=0&rowsperpage=30&divisions=&divisions2=).

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# Employment Opportunities (International)

## Assistant to the HMRC Fiscal Crime Liaison Officer, Foreign and Commonwealth Office, Brussels, Belgium

**Deadline:** May 20, 2018

**Post Description**:

The British Bilateral Embassy in Belgium is part of a world-wide network, representing British political, economic and consular interests overseas and is now looking for a highly motivated, full-time Liaison Officer Assistant for Her Majesty’s Revenue & Customs (HMRC) Fiscal Crime Liaison Officer (FCLO).

HMRC is the UK’s tax and customs administration. HMRC is responsible for collecting tax revenue on behalf of the UK government, making sure that money is available to fund the UK’s public services and for helping families and individuals with targeted financial support. HMRC is also charged with closing the tax gap and reducing avoidance and evasion.

This role involves providing essential office support functions to enable the FCLO to operate lawfully and effectively. This is an exciting and challenging role, and the successful candidate will be working in a fast-moving team environment where time critical actions are crucial to success. The Liaison Office is fully committed to the professional development and training of its staff.

The successful candidate will join a dynamic team working at the forefront of the fight against organised crime, tax fraud and international money laundering. Reporting to the FCLO, the jobholder will play a pivotal role in facilitating the flow of data between UK-based investigators and key partners within the law-enforcement community in Belgium & Luxembourg. The post is based in Brussels, and may involve travel throughout Belgium & Luxembourg and sometimes abroad.

The successful candidate will need to demonstrate excellent organisational skills, and a practical approach to multi-tasking and problem solving, as well as the ability to quickly grasp complex issues. They will develop an understanding of HMRC strategic priorities on fiscal crime and how we are working to promote them within Belgium & Luxembourg.

**Main Duties and Responsibilities**

Assist the Liaison Officer in gathering relevant information from a wide range of sources; disseminating this information in an accurate and timely manner via clear and concise reports to UK colleagues or via official letters to Law Enforcement Agencies in Belgium & Luxembourg. Prioritising their workload against case priorities and being mindful of the requirements of legislation in Belgium & Luxembourg;

Conduct office administration duties and any other administrative tasks as required under the supervision of the Fiscal Crime Liaison Officer. Duties include record management, vehicle management, maintaining office accounts, planning travel and organising one off events. Must be able to follow standard operating procedures and written processes with minimal supervision;

Provide both spoken and written translation services for the Liaison Officer when communicating with officials from Belgium & Luxembourg government agencies and ministries. Dealing with senior officials from all levels of government in a professional manner and travel in Belgium & Luxembourg and sometimes abroad for official meetings;

Searching open source material and media reporting, to identify anything relevant to FCLO.

**Essential qualifications, skills and experience**

* Excellent IT skills – advanced skills in MS products & use/maintenance of databases are desirable;
* Fluent written and spoken English and Dutch/Flemish;
* Ability to process and understand large amounts of data and information; turning this it into concise and accurate reports;
* Strong interpersonal and communication skills and confidence in dealing with senior level people;
* Constructive, positive and service orientated attitude;
* Experience of working in an area with a high level of personal responsibility and has a track record of being accountable for own actions / decisions;
* Excellent organisational skills for document and record management;
* Ability to work with minimal supervision and to prioritise workloads where required;
* Ability to respect the confidentiality of work issues and understands the personal and professional consequences of lapses in security;
* Flexible approach to work and travel; this may include occasional travel at short notice, weekends and on public holidays;
* Able to successfully pass security clearance procedures.

**How to Apply:** Find more information [here](https://fco.tal.net/vx/appcentre-ext/brand-2/candidate/so/pm/4/pl/1/opp/5920-Assistant-to-the-HMRC-Fiscal-Crime-Liaison-Officer-BEL18-200/en-GB).

## Academic Assistants in the Department of European Interdisciplinary Studies, College of Europe in Natolin, Warsaw Poland

**Deadline:** May 21, 2018

**Position Description:**

The College of Europe Natolin Campus with its European Interdisciplinary Studies programme is seeking applications for the positions of academic assistants with a starting date of Monday 20 August 2018 at the latest.

We are looking for graduates, holding a degree in law, economics, political science, and international relations, preferably with a College of Europe experience, with:

* a mention "very good" at Master’s level;
* a very good command of English and French;
* the ability to work as part of a team;
* good organisational skills;
* a high measure of flexibility (working hours can include evenings or weekends); and
* an interest in teaching and research.

**Tasks include**

* teaching (e.g. giving tutorials, assisting the supervision of Master's theses, providing academic advice to students);
* organization (e.g. study trips, guest lectures, conferences);
* assisting professors (e.g. organizational back-up, research, compiling reading lists);
* acting as the link between professors and students;
* own research and academic writing.

**The College offers**

* an excellent academic setting;
* a one-year contract under Polish law, renewable;
* a pleasant, international working environment.

**How to Apply:** Applications in English or in French comprising a detailed curriculum vitae and a motivation letter should be submitted by 21 May 2018 to:

Mr Tomas Tatinec
Head of Academic Administration
College of Europe, Natolin Campus
ul. Nowoursynowska 84, PL-02-797 Warszawa
via e-mail to EIS\_AcademicAdministrationNatolin.pl@coleurope.eu.

Should you require any further information on the position of Academic Assistant, please contact one of the current Academic Assistants in the EIS Department or Mr. Tatinec (tomas.tatinec@coleurope.eu). For information on the salary, please contact Ms Katarzyna Kalwas (katarzyna.kalwas@coleurope.eu).

## Information Counselling and Legal Assistance (ICLA) Project Manager, Syria

**Deadline:** May 22, 2018

**Position Description:**

For this exciting role our ideal candidate is:

A university post-graduate (preferably in law) with a focus on international human rights, international humanitarian or refugee law. A minimum of 3 years of relevant project management and/or technical advisory experience in a humanitarian/recovery context, and particularly in the protection / legal assistance field. A strategic thinker, who can identify, plan and oversee the implementation of key ICLA activities needed. Technical experience with Housing, Land & Property (HLP) rights or civil documentation issues desirable.

**Role and Responsibilities:**

Line management for project staff

Adherence to NRC policies, guidance and procedures

Contribute to the development of Country, Area and ICLA strategies, initiate and participate in the development of relevant ICLA projects

Coordinate and manage ICLA project implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements

Provide technical direction to ICLA team, and ensure high technical quality of projects

Provide regular progress reports to the Area Manager and the ICLA Specialist, highlighting operational successes and challenges

Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist

Develop and manage project budget, in cooperation with Area Manager

Ensure capacity building of project staff and partners and transfer key skills

Liaise and collaborate with relevant local authorities and other key stakeholders in coordination with Area Manager

Promote the rights of displaced persons in line with the advocacy strategy

Specific responsibilities

Participate in relevant project start-up, progress review, and closing meetings

Ensure accurate and consistent development and implementation of ICLA case management and M&E tools

Ensure the development and implementation of a capacity building plan for the ICLA team including a learning by doing component

Actively participate in relevant humanitarian coordination meetings particularly those related to housing, land and property and the protection and shelter sectors

Actively promote and operationalize synergies between ICLA and other NRC programmes and relevant humanitarian organizations

Any other task relevant to the position as requested by the Area Manager or ICLA Specialist

**Salary/benefits:** According to NRC’s salary scale and terms and conditions

**How to Apply:** Find more information [here](https://candidate.webcruiter.com/en-gb/Account/SpaLogin?ReturnUrl=%2Fcv%3Fadvertid%3D3801826601%26language%3DEN%26tenantid%3D23109900%26companyid%3D23109900).

## Vice President, Academic Affairs (D1), World Maritime University, Malmo, Sweden

**Deadline:** May 31, 2018

**Position Description:**

Grade: D1
Duration of contract: Two-year fixed-term appointment

**Organizational setting**

The World Maritime University (WMU) is a postgraduate education, research and capacity building university established in 1983 by the International Maritime Organization (IMO), a specialized agency of the United Nations. It is a centre of excellence for high-level maritime and oceans education, research, scholarship and capacity building, including for the promotion, advancement and efficiency of shipping and related fields, the improvement of maritime safety and security, and the protection of the marine environment in furtherance of the purposes and objectives of the IMO and the United Nations system. WMU’s fundamental objective is also to provide the international community, and in particular developing countries, with a centre for high-level maritime education, research, scholarship and capacity building and an effective means for the sharing of maritime technology from developed to developing maritime countries.

The World Maritime University is seeking an experienced Vice-President with an excellent academic track record in teaching, with leadership and managerial skills to fill the post of the Vice President – Academic Affairs. The person selected will work closely with and report to the President of WMU.

**Main purpose**

Under the direction of the President WMU, the Vice President, Academic Affairs serves as the one of the academic leaders of the university and is responsible for maritime and oceans education policy and academic programmes at the Malmö headquarters of the University. The responsibilities include programme review and improvement, accreditation and self- evaluation, assessment of student learning and advancement of student success, academic personnel decisions, budget development, enrolment management, fiscal accountability, programme and curriculum development, and the encouragement, improvement of teaching and learning and building a solid academic team of the WMU to promote the university to its highest excellence in its education and training programmes.

**Duties, responsibilities**

The ideal candidate for this position is an experienced leader with a clear, focused commitment to teaching, learning and academic excellence to promote success of the WMU’s Strategic Plans and educational outcomes. This candidate is a creative, visionary leader, team builder, excellent manager, who will inspire Faculty, staff and students. The candidate is an innovative thinker who seeks innovative solutions to problem solving and is a critical thinker with outstanding interpersonal, written and oral communication skills. The candidate is highly ethical, trustworthy, credible, loyal and is respectful of diverse views and opinions.

The candidate is flexible and inter-culturally competent and is a person whose leadership style is collegial, approachable, and accessible within the university. The candidate is able to delegate responsibility and authority while maintaining accountability. This seasoned professional fosters cohesion and a sense of working together for the good of the WMU and is committed to the effective use of technology within academic and administrative environments.

The candidate must possess innovative leadership qualities and capacity to champion a vision for the University, with demonstrated skills in strategic and operational planning, policy development, quality management, research design and project management with excellent team leadership skills.

**The Vice President, Academic Affairs, under the supervision of the President, is expected to:**

* Lead in the coordination of the design and delivery of academic programmes, including the PhD and MSc programmes, through continuous review and updating of the PhD programme and the seven MSc specializations as well as the quality of their delivery and outcomes;
* Provide strong, dynamic academic and administrative leadership and foster a collegial environment which encourages scholarship, teaching, research and learning excellence;
* Possess the vision to guide and develop WMU’s academic programmes into the future;
* Understand, appreciate and promote the mission of WMU and is able to relate it to the educational, research and training objectives of the University and take decisions consistent with its mission and goals;
* Advocate and promote quality instruction, student success, integrated planning, and the expansion of Learning Outcomes to meet the changing educational needs of students in a diverse environment;
* Work with the Academic staff in development of the educational programme, including the maintenance of standards and the evaluation of courses;
* Plan, in coordination with other administrators and faculty, the schedule of courses, classes, seminars, and field studies;
* Provide leadership and oversight for enrolment management strategies, initiatives and efficiencies;
* Provide oversight of assessment of Student Learning Outcomes and University-wide accreditation;
* Provide innovative and successful academic leadership and vision in instruction and programme development;
* Provide proposals to, and receive guidance and recommendations from the President regarding the planning, implementation and review of academic programmes, services, activities and related matters;
* Act as the lead officer in the recruitment and selection process for faculty, and submit recommendations to the President concerning the outcomes of the process;
* Prepare documents required for submission to the governance structures of the University relating to the academic programmes and attend sessions as may be required;
* Provide support to the President in the area of programme development, monitoring, evaluation, preparing reports for submission to the governance bodies of the University and in other areas as required.

**Minimum requirements – education, experience and language skills**

Education

Essential

* A PhD in a relevant field, including: maritime transportation, marine or ports fields, international law, natural or marine science or related field.

**Experience**

Essential

* Minimum of 15 years experience in working in the higher education sector;
* A strong record of internationally recognised research and publication in fields of maritime and/or ocean fields;
* Thorough knowledge of IMO, other UN institutions with maritime or ocean-related mandates, their aims, objectives and activities;
* A strong history of academic achievement, including postgraduate teaching, and supervision of research over at least 10 years;
* Excellent leadership, team building and management skills;
* A track record of success in obtaining large research grants, managing research programmes with a focus on maritime and marine-related fields;
* Commitment to academic excellence in an international maritime and ocean environment;
* Understanding of and familiarity with the maritime and ocean industries and their current challenges;
* Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes;
* Knowledge of the UN Sustainable Development Agenda.

**Languages**

Essential

* Fluency in spoken and written English.

Desirable

* Knowledge of another UN language would be an advantage.

Desirable Qualifications, Competencies and Professional Experience

* An understanding of WMU and its mission, and strong commitment to the delivery of the highest standards in pursuing its mandate;
* The ability to enthuse and motivate and supervise research and support staff;
* Excellent knowledge and experience in Learning Outcome design, Professional development, implementation, and assessment;
* Knowledge and experience in curriculum development and innovation;
* Knowledge and experience in accreditation self-evaluation or service on an accreditation evaluation team;
* Excellent team building and leadership skills;
* Excellent communication skills;
* Diversified working experience, especially at the international level;
* Computer literacy;
* Demonstrated skill in respectful, sensitive communication with people from diverse backgrounds, cultures, language, gender and abilities;
* The ability to work with a diverse academic and non-academic team.

**Terms and Conditions**

WMU seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply. WMU will make every effort to facilitate the employment of persons with disabilities.

The position offers an attractive salary (D1 Grade of the ICSC salary scale), free of income tax in Sweden, a benefits package and relocation expenses. Salary: US$97,805 net per annum plus a post adjustment (currently US$40,980).

**How to Apply:** The position offers an attractive salary (D1 Grade of the ICSC salary scale), free of income tax in Sweden, a benefits package and relocation expenses. Applicants must fill in the application form, which can be found at [http://wmu.se/vacancies](https://www.intjobs.com/job_display/142902/job/track_click?job_id=142902&url=http%3A%2F%2Fwmu.se%2Fvacancies" \t "_blank). Should send a letter of interest, a complete CV, and the contact information of three referees to Marco Batista, Head of Human Resources (mb@wmu.se).

## Program Manager, The International Institute or Justice and the Rule of the Law, Valetta, Malta

**Deadline:** June 8, 2018

**Position description:**

The IIJ is seeking to hire an Arabic or French speaking Program Manager to design, manage and implement training programs based on GCTF Good Practices tailored for justice sector stakeholders from North, West, and East Africa, the Middle East. The successful candidate will be an integral part of a dynamic and multi-national team under the supervision of the IIJ’s Director of Programs/Executive Secretary. This position will be based in Malta with frequent travel.

#### Qualifications

**Qualifications:** Education Advanced university degree (Master’s degree or equivalent) in law, international relations, political science, or a related field.

**Work Experience:**A minimum of six years of relevant progressively responsible experience in program management in an international-like organization, including three years of experience in the field of addressing terrorism and related transnational criminal activities within a rule of law framework is required.

**How to Apply**: All interested applicants meeting the qualifications below should submit a cover letter and resume to the IIJ Executive Secretariat at BONNICIC@THEIIJ.ORG no later than Friday, 8 June 2018.

## Project Manager, ICF Mostra, Brussels, Belgium

**Posted:** May 2, 2018

**Position Description:**

ICF Mostra is one of the leading integrated communication agencies in Europe, specializing in public information campaigns across the European Union. The company has an extensive portfolio of EU clients and offers a wide range of services.

We are looking for a creative and dynamic team player to fill the position of Project Manager. You will understand clients’ needs and lead communication strategies and their translation into deliverables. You will pursue a professional career in the field of EU communications. We offer a wide range of opportunities to learn and to demonstrate managerial and communications skills.

This is a full-time position, starting immediately.

**Responsibilities**

* Provide a vision to our communication projects;
* Own & lead our projects from A to Z;
* Able to see the bigger picture, anticipating and resolving issues;
* In charge of scheduling, tracking and enforcing;
* Communicate with colleagues and suppliers to ensure that the best solutions are provided to our clients;
* Prepare offers and negotiate with our clients;
* Communicate with clients on project implementation;
* Report to the different project stakeholders;
* Animate project debriefs and take on board lessons learned.

**Qualifications**

* Minimum 5 years of project management experience;
* Flexible attitude;
* Ability to bring teams together to make things happen;
* Excellent organization skills;
* Ability to multi-task and perform well under pressure;
* Proficiency in Microsoft Office, especially Excel;
* Strong analytical skills;
* Digital proficiency a strong asset;
* Desire to attain new skills in management & business development;
* Understanding of the European institutions and previous experience in communications an asset;
* Excellent knowledge of English and at least another EU language.

#### **How to Apply:** Find more information [here](https://icfi.taleo.net/careersection/application.jss?lang=en&type=1&csNo=10040&portal=6160750684&reqNo=431120).

## Project Executive, Development Solutions, Brussels, Belgium

**Posted:** May 2, 2018

**Position Description:** DEVELOPMENT Solutions (DS) is a European consultancy and serves the international donor and business community in support of sustainable development and investments objectives, primarily in emerging markets. Our work covers the fields of international trade and economy; environmental conservation and energy efficiency; and business facilitation and SME support. This expertise is built on our strong grounding in project design and management, research, policy analysis and business, public and government relations. Further information regarding our projects and expertise is available at [www.development-solutions.eu](https://www.eurobrussels.com/job_display/143287/job/track_click?job_id=143287&url=http%3A%2F%2Fwww.development-solutions.eu" \t "_blank).

We are currently seeking a highly-motivated Project Executive to join our team to support the implementation of an EU funded project focused on trade facilitation and analysis in the context of the Comprehensive Economic and Trade Agreement with Canada (CETA). Reporting directly to the Project Manager, the position will support activities of the project including, but not limited to: communications and online outreach activities, presenting the objectives of the project to relevant stakeholders, compiling information materials and regular reporting on project deliverables. Very good communication and relationship-building skills are a necessity given the need for regular cooperation and liaison with EU businesses, chambers of commerce, business associations as well as government entities.

Prospective candidates will preferably have a university degree in public policy, international relations or economics. They should have a strong passion for work in the public sector, addressing issues in international trade and private sector business facilitation. In addition, they should have excellent written and spoken English and French.

**Qualifications**

* Reliability, initiative, thoroughness and attention to detail;
* Ability to work with limited direction, and capacity to ensure strong coordination with colleagues and stakeholders, as well as strong organisational skills;
* Very good communication and relationship-building ability with strong client servicing skills;
* Highly motivated and hard working;
* Understanding of and experience in online media outreach;
* Computer literacy in Microsoft Office suite applications (Word, Excel, PowerPoint); competence in graphic design programmes is advantage;
* Excellent knowledge in spoken and written English and French is required.

**How to Apply:** Interested candidates are encouraged to send a CV and cover letter indicating “Full-time Project Executive position in Brussels” in the email heading to fabio.montanari@development-solutions.eu. Applications will be reviewed on a rolling-basis. In your application please indicate your soonest availability to take up this position. Only short-listed candidates will be contacted for interviews.

## Strategy Principal, Boeing, London, UK

**Posted:** April 13

**Position Description:**

For over a 100 years, Boeing has been making the impossible, possible. From producing a single canvas-and-wood airplane to transforming how we fly over oceans and into the stars, Boeing has become the world's largest aerospace company. And we're just getting started; especially in the UK.

A wholly-owned subsidiary of The Boeing Company and a business unit of Boeing Defence, Space and Security, Boeing Defence UK Ltd. (BDUK), currently has employees at 18 locations throughout the UK.

The individual selected will contribute to strategic planning activities across a multi-million dollar business. The candidate will work with ad hoc project teams made up of functional experts, sales & marketing specialists and business unit representatives, focusing on developing strategy to action plans. The successful candidate should have an understanding of the bigger strategic picture and have the ability to deep dive key strategic and tactical issues, be able to work independently to generate strategic analysis and the ability to prepare and present insights from this analysis to executives within the business. The candidate must also be able to work collaboratively across organizational and functional boundaries on a daily basis.

**Responsibilities include:**

* Evaluating market trends, the competitive landscape, and overall customer environment
* Contributing to the development of new and innovative strategies and business models, through the creation of value propositions and value chains, benchmarking and gap analysis, market assessment, competitive intelligence gathering and business case creation
* Collaborating in the annual strategic planning process, including evaluation of future investment and potential financial returns
* Securing, segmenting and synthesizing data and information to support development and delivery of key strategic insights
* Partnering with other Boeing functions to successfully complete deliverables. 6) Preparing executive-quality strategy presentations
* Supporting inorganic analysis and target setting as required
* Shaping domestic and international go to market strategies.

**Qualifications**

* Clear, effective and organized written communications, the ability to defend strategic assumptions and analysis through critical reviews and debate, ability to contribute to building business cases for new concepts and growth ideas
* Proficiency with Excel and PowerPoint and the ability to generate insights from quantitative and qualitative data to explain implications on business strategy
* Should have an understanding of the bigger long term strategic picture, but also have the ability to deep-dive into the key strategic and tactical approaches for business divisions
* Able to work collaboratively across organizational boundaries and time zones on a daily basis
* Inform decision making and solutions through the application of strategy principles, techniques, methods, theories, and concepts
* Must be a critical thinker, curious, creative and able to influence change with facts and data across a global and dynamic environment
* Qualified candidates will have knowledge of the Aerospace & Defense industry, the UK MoD, and emerging defense & security technologies.

**This role will be virtual / teleworker, with the Boeing Westminster office as the Boeing reporting location.**

**Qualifications**

Relevant Bachelor's and / or a Master's degree (Business, International Relations, Economics, Engineering, Science or Political Science, Mathematics, Computer Science), with related work experience, or equivalent combination of education and experience.

Successful candidate will have demonstrated experience in at least one of these areas: Long-term strategy, business strategic and financial planning, strategic development, market intelligence, and/or merger & acquisition analysis.

Qualified candidates will also have knowledge of the Aerospace & Defence industry, the UK MoD and emerging Defence & Security technologies.

**How to Apply:** Find more information [here](https://boeing.taleo.net/careersection/iam/accessmanagement/login.jsf?lang=en&redirectionURI=https%3A%2F%2Fboeing.taleo.net%2Fcareersection%2Fapplication.jss%3Flang%3Den%26type%3D1%26csNo%3D2%26portal%3D101430233%26reqNo%3D864940&TARGET=https%3A%2F%2Fboeing.taleo.net%2Fcareersection%2Fapplication.jss%3Flang%3Den%26type%3D1%26csNo%3D2%26portal%3D101430233%26reqNo%3D864940).

## EU Government Relations Manager, Accenture, Brussels, Belgim

**Posted:** April 26, 2018

**Position Description:**

Accenture is a leading global professional services company, providing a broad range of services and solutions in strategy, consulting, digital, technology and operations across more than 40 industries. With more than 435,000 people serving clients in more than 120 countries, Accenture drives innovation to improve the way the world works and lives.

Based in our Brussels Office, you will provide direct strategic support to client-facing teams; develop trusted relationships across the EU institutions; and work with policy makers to create a welcoming environment for our digital capabilities. Reporting directly to the EU Government Relations Director, you will also support the Managing Director for European Government Relations for some of your work, and will collaborate with members of the GR team elsewhere in Europe.

The role demands that you use your excellent communication skills – and fluency in English, French and ideally Italian – to represent Accenture externally and to develop compelling arguments and messaging documents, often related to complex issues. You will have specific experience of, or a demonstrable interest in, our sector’s business and policy issues; a thorough understanding of EU political systems; and approximately eight years’ experience working with or in government. You will be thoughtful and organised in your approach, comfortable working to tight deadlines and instinctively collaborative.

Manager - Role Description

Assist leaders to develop and implement effective political, legislative and regulatory strategies aligned to their objectives. Establish and maintain relationships with government officials, industry trade associations and industry government relations representatives. Provide insight on political and legislative developments that impact Accenture's business objectives. Support the business to build strategic relationships, align to market positions and manage reputation risks.

You will provide client team support at EU level for our Health & Public Services(H&PS) and Financial Services (FS) businesses. With H&PS you will identify, shape and support business opportunities with the European Commission and participate in relevant European Commission expert groups. For FS you will develop and manage a high-level positioning and relationship development programme across the institutions focused on Fintech/Digital in FS and support content development. For both groups, you will ensure that our leaders are aware of key developments impacting their business, their clients and our offerings.

In addition to your EU-focused work, you will

* support the Managing Director for European Government Relations by developing and implementing country-specific Government Relations plans;
* support the Director of EU Relations in her role as Policy lead by helping to identify and track developments at the EU level that might impact our business; support the development of related positions; and help shape and implement related advocacy programmes, working in collaboration with relevant Brussels-based organisations and with other Country GR leads.

**Qualifications**

* Minimum of 8 years’ experience in government relations, legislative affairs and/or technology industry experience;
* Excellent understanding of the EU institutions and policies;
* Strong networker and existing network of contacts with EU officials and industry contacts;
* Experience in legislative negotiations/lobbying;
* Proven political acumen;
* Profound written and verbal communications skills in English and at least one other major official EU language;
* Excellent analytical skills and business acumen;
* Organized and methodical;
* Proactive;
* Sensitivity to national, as well as pan-European, policy concerns and cultures;
* Strong service orientation and client focus;
* Ability to work independently or as part of a team;
* Proven ability to deliver results on time and within budget.

You will work in a challenging environment and will take part in the realization of our Government Relations Strategy at European and national level.

Our people are our most important asset and we invest considerable resources to provide on-going training that builds and extends professional and management skills in all areas. Moreover, you will operate in a professional atmosphere that strongly encourages entrepreneurship. Together with international colleagues, you will focus on major projects for Accenture.

**How to Apply:** Find more information [here](https://www.accenture.com/be-en/careers/jobdetails?id=00573401_en&title=EU+Government+Relations+Manager).

**Research and Insights Director, Mobile for Humanitarian Innovation, GSMA, London UK**

**Posted:** May 15, 2018

**Position descriptions:**

**About the Mobile for Humanitarian Innovation​** **Programme**
There is wide-spread acceptance of the lifeline that mobile technology provides to populations affect by crisis and its ability to facilitate more dignified and self-reliant approaches to the provision of aid. GSMA envisions a digital humanitarian future, where mobile and digital solutions play an optimisation role in providing improved access to services, information and choice for people that could be or are already impacted by crisis. The Mobile for Humanitarian Innovation​ Programme with GSMA Mobile for Development,  will incorporate and expand the GSMA Disaster Response Programme, working with Mobile Network Operators, the humanitarian sector and other stakeholders to drive innovation and accelerate the impact of mobile technology before, during and after crisis.

#### **Qualifications**

The GSMA is seeking an experienced, passionate and driven professional to join the Mobile for Humanitarian Innovation​ Programme as Director of Research and Insights. The successful candidate will be responsible for leading the team who deliver the M4H learning agenda and thought leadership. You will be at the forefront of developing and delivering high-quality, innovative and relevant research products to inform the mobile industry and humanitarian community of key trends, insights and analysis that will lead to more impactful digital humanitarian assistance. You will help position the GSMA M4H team as a thought leader on issues related to digital humanitarian assistance and role of the private sector in humanitarian contexts including the opportunities for mobile money, mobile-enabled utilities, the digital gender divide, digital identity and climate resilience. You will work alongside a high-performing and multi-cultural, cross-functional team based in London, Africa, and Asia and report to GSMA’s Head of Mobile for Humanitarian Innovation​ Programme.

The Director of Research and Insights will have the following responsibilities:

* Leadership of developing and and delivering the M4H learning agenda strategy and overall accountability for the associated research outputs and dissemination activities
* Day to day management of Research and Insights team and cross-functional resources delivering on the learning agenda
* Proactive engagement with research and insights teams across GSMA and M4D on collaborative topics and coordination of joint projects to ensure successful, actionable  and high quality output
* Proactive engagement with external learning partners to identify opportunities for joint-research and development of strategy to engage and share programmatic insights in a compelling way for multiple stakeholder audiences
* Contribute towards shaping the overall strategic direction of the M4H programme, to ensure that the programme delivers value to GSMA members and the broader ecosystem and continues to be a credible voice on the role of mobile technology in humanitarian emergencies
* Collaboration with other M4H Directors to ensure that research and insights activities are well aligned and informing in-market programmatic activity, innovation opportunity areas and policy and advocacy  objectives
* Represent the M4H Programme at external events and work with M4H marketing to target key platforms for knowledge sharing and profiling of programmatic insights
* Support the Head of Programme in evolving the current GSMA Disaster Response research and insights work under the new M4H programme
* Support the Head of Programme and other GSMA teams with insights requirements for external engagements
* Support the Head of Programme where required with representation at key external events and platforms

**About You**

* Excellent leadership and managerial abilities with experience of line-managing a cross-functional and high-performance global team
* Subject matter expertise in the domain of mobile connectivity, humanitarian assistance and international development
* Strong understanding of the humanitarian sector and familiarity with key stakeholders
* Strong understanding of, and interest in the technology industry and the role of mobile technology and Mobile Network Operators within the humanitarian sector
* Excellent and demonstrable analytical skills, both qualitative and quantitative – able to assess different business models, trends and challenges and identify potential solutions
* Ability to translate challenges, requirements and opportunities into compelling and digestible research and analysis projects
* Strong strategic skill set – able to work on the “cutting edge” of emerging trends in digital humanitarian sphere and determine innovative approaches to exploring these areas
* Experience of working in emerging markets, including field research highly desirable
* Genuine interest in both the commercial and social benefits that are presented the use of mobile technology to address humanitarian challenges
* Excellent communication and inter-personal skills including the ability to translate research products into relevant and actionable insights for a set of diverse actors with different incentives and operational realities
* Ability to develop and manage a diverse pipeline of research projects and team members,  ensuring impactful delivery of programmatic KPIs
* Ability to effectively engage with Senior stakeholders internally and externally in both the public and private sectors
* Ability to maintain relationships with a wide variety of stakeholders and foster alignment and support to achieve programmatic objectives
* A very strong grasp of the English language, able to express complex technical, commercial or regulatory issues in plain language; French and/or Spanish language skills are desirable but not required.
* Charismatic and energetic team player, with strong public speaking skills, able to inspire others and build constructive working relationships with diverse stakeholders;
* Advanced academic degree in international development, business administration, international relations or other relevant discipline
* Ability to work in a matrixed structure, to positively influence peers and support cross functional collaboration across the GSMA;
* Willingness and ability to travel regularly (up to 30% of time).

**How to apply:** Click [here.](https://gsma-hr.secure.force.com/Recruit/fRecruit__ApplyRegister?startURL=%2Fapex%2FfRecruit__Apply%3FvacancyNo%3DVN1033)

**Regional Global Maintenance Investment Manager, Foreign and Commonwealth Office, Brussels, Belgium**

**Posted:** May 16, 2018

**Post description:**

The British Government is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law. We promote family-friendly flexible working opportunities, where operational and security needs allow.

Job Category: Foreign and Commonwealth Office (Operations and Corporate Services)
Job Subcategory: FMCU (Facilities Management Client Unit)

Job Description (Roles and Responsibilities)

The FCO has outsourced the management of all its UK buildings, and some overseas properties, to specialist facilities management (FM) companies. These companies are responsible for providing services to staff, which includes catering, cleaning, pest control, heating & lighting, office moves and porterage. At Posts they also supply reception services, manage residential property and, in some locations, provide security guarding. They are also tasked with ensuring that we comply with health & safety requirements.

The FCO's Facilities Management Client Unit (FMCU) manages the outsourced contracts and acts as the interface between the private FM companies and the FCO as well as responsible for holding the budget for Global Maintenance Investment Funds at Posts without an FM Service provider.

Based in Brussels the Regional Global Maintenance Investment Manager shall be responsible for overseeing the reporting of Global Maintenance Projects, ensuring such projects are delivered within agreed budget allocations and timescales but more importantly to assist with improvement the FCO’s overall Health & Safety Statutory Compliance levels. This new role within the Facilities Management Client Unit will support the major Diplomacy 20:20 objective to eliminate the backlog of maintenance works that have accumulated in recent years.

Main responsibilities will include:

* Update and maintain project trackers; ensuring information is accurate and up to date. Prepare monthly financial reports by Directorate, highlighting key risks and issues;
* Assist the GMI manager in raising purchase orders, controlling invoices or help with any ad hoc reporting requests. Assist in the preparation and submission of the Global Maintenance Project annual Mid Term Financial Plan;
* Develop professional positive working relationships with FCO Corporate Departments, FCO Services and Posts. Manage Key Performance Indicators set up for Global Maintenance Programme.

Essential qualifications, skills and experience

* At least 4 to 5 years working experience in international environment;
* Bachelors Degree minimum (Business Administration, Finance or Economics is desirable);
* Fluent English (written and spoken);
* Manage large database accurately and under pressure in Excel;
* Excellent Communication skills both written and oral;
* Budget, Facilities, Health & Safety Management experience;
* Able to learn quickly and able to work both autonomously and in a team.

Desirable qualifications, skills and experience

* Health and Safety focus;
* Working experience in both public and private sector;
* Contract and Performance management experience.

Required competencies

* Seeing the Big Picture, Collaborating and Partnering, Delivering Value for Money, Delivering at Pace.

Application deadline: 24 May 2018
Grade: B3 (L)
Type of Position: Full-time, Permanent
Working hours per week: 36.25
Region: Europe, Eastern Europe & Central Asia
Type of Post: British Office
Number of vacancies: 1
Starting monthly salary (EUR): 3,865.40 gross
Start Date: 1 July 2018

Other benefits and conditions of employment

This is a permanent full-time contract for 5 working days (36.25 hours net) per week.

The monthly gross salary for this position is € 3,865.40 gross B3 (L) level (The British Diplomatic Missions in Belgium salaries are not subject to annual indexation).

Please note that Belgian nationals will be paid their salary gross and are expected to comply with their tax obligations through completion of a tax return to the Belgian authorities. Non-Belgian nationals will receive their salary net, minus the deduction of an equivalent level of Belgian tax retained at source. Further information on this will be given to candidates during the recruitment process.

The successful candidates will be subject to professional background checks and security clearance.

Staff recruited locally by the British Diplomatic Missions in Belgium are subject to Terms and Conditions of Service according to local Belgian employment law.

**How to apply:** Click [here.](https://fco.tal.net/vx/appcentre-ext/brand-2/candidate/so/pm/4/pl/1/opp/5980-Regional-Global-Maintenance-Investment-Manager-BEL18-239)

**Head of Individual Giving, SOS Children’s Villages International, Vienna, Austria**

**Deadline:** June 10

**Position description:**

SOS Children’s Villages International is the umbrella organisation for the global federation of SOS Children’s Villages. As a non-governmental social development organisation we support children without parental care and families in difficult living conditions through services in care, education, health and emergency relief, and we advocate for the rights of children and young people, in alliance with a great diversity of partners. We work in 135 countries and territories, reaching over one million children, young people, families and caregivers each year. To support us with this important responsibility we are now looking for a committed:

Mission of the Position

The International Competence Center for Fund Development provides support and strategic leadership to our Member Associations and offices driving forward increased resources for our programmes. We support the positioning of SOS Children's Villages to our donors, supporters, partners, co-workers and other stakeholders in a way that creates impact and contributes towards building positive, long-lasting relationships. We actively promote competence development, knowledge sharing and facilitate synergies across the organisation.

In this setting, the Head of Individual Giving leads the delivery of our world class international sponsorship services, including developing next generation digital products and donor engagement, building trust and strong relations with donors, safeguarding children's rights and data protection; setting standards and connecting and enabling Member Associations.

Tasks and Responsibilities

* Lead the shared service sponsorship department connecting over 400,000 donors to our sponsored villages and children;
* Drive the development and optimisation of our next generation international sponsorship and committed giving products;
* Lead the development of standards, processes, systems and interfaces as well as ensuring implementation, ongoing training and quality monitoring;
* Support the development of donor journeys, campaigns and messaging to optimize retention and recruitment efforts;
* Provide an excellent service to our Member Associations and ensure an effective and efficient exchange of information between partners.

#### Qualifications

* Advanced university degree (or comparable qualification) in business administration, marketing/fundraising or the service industry, or a first level degree with considerable experience;
* At least 10 years of progressive experience in fundraising, marketing or product management in an international setting; relevant experience gained within a child focused and/or program based organisation would be an asset;
* At least 5 years’ experience in management of large teams;
* In-depth understanding of fundraising and service needs for regular givers as well as financial management and budgeting;
* Experience in leading digital and agile projects as well as a good understanding of databases (e.g. CRM systems) and IT process and change management;
* Strategic and innovative thinker with strong communication, change management, presentation and influencing skills;
* Excellent cross cultural skills to support the leadership at international and regional level and to foster institutional capacity building and sustainability;
* Outstanding interpersonal and advocacy skills with the ability to involve and engage stakeholders at all levels within the Federation to adapt to the changing needs;
* Excellent written and oral English skills. Good command of German a strong asset;
* Good knowledge of additional languages an advantage (French/Spanish);
* Willingness and ability to travel;
* Applicants must hold a valid Austrian working permit or be eligible to work within the EU.

We offer

* The opportunity to work in one of the largest international child care organisations and be part of our meaningful mission: “We build families for children in need, we help them shape their own futures and we share in the development of their communities”;
* A senior position with a varied and independent scope of tasks and the responsibility to support the further development of the organisation to achieve its strategic goals;
* A salary that will be commensurate with experience and qualification.

**How to apply:** If you are interested in this position, please send your detailed e-mail application by 10 June 2018 at the latest, SOS-Children’s Villages International, *[www.sos-childrensvillages.org/](https://www.eurobrussels.com/job_display/143741/job/track_click?job_id=143741&url=http%3A%2F%2Fwww.sos-childrensvillages.org%2F" \t "_blank)*.

**Operations Assistant (EU or Germany Preferred), Climate Action Network-International, Bonn Germany**

**Posted:** May 15, 2018

**Post description:**

The Climate Action Network (CAN) is a worldwide network of over 1100 Non-Governmental Organizations (NGOs) in more than 120 countries, working to promote government and individual action to limit human-induced climate change to ecologically sustainable levels.

CAN members work to achieve this goal through information exchange and the coordinated development of NGO strategy on international, regional, and national climate issues. CAN has regional network hubs that coordinate these efforts around the world.

The Operations Assistant will work with the Operations Department to help support the CAN Network by assisting with membership management, CAN email lists, event logistics, and general organizational development.

While this is a remote position, someone located within the EU or Germany is preferred. This is a full-time contract position, until January 31, 2019 (with possibility of extension) that starts immediately.

Responsibilities

* In conjunction with the Head of Operations, leads on listserv maintenance across 20 subscription lists with over 3,000 total subscribers, processes all incoming requests, and subscription account modifications;
* Conducts audits of the listservs and ensures member information is accurate and up-to-date;
* Works with the Network Development and Outreach Department to ensure membership and Node information is up-to-date, Conducts audits of online membership profiles, and processes membership requests;
* Maintains the internal membership list and updates membership information with the UNFCCC;
* Provides support to departments in relation to their logistical needs, which includes, but is not limited to: locating accommodation, arranging catering, securing venues, leading the process for funded participants, and making arrangements with outside contractors (facilitators, speakers, etc.);
* Acts as the lead on COP Logistics including printing/ECO, accommodation, and strategy session;
* Leads on Fossil of the Day media reporting and overall impact of the action;
* Serves as a liaison within the staff in regard to various accreditation practices;
* Assists in gathering information for the Annual Report on a regular basis and working with departments to ensure accuracy;
* Assists with HR tasks in relation to internal staff resources, remote working tools, and staff communication, while also serving as the internship liaison;
* Leads on auditing the CAN website and liaises with other departments regarding content that needs to be added or updated;
* Other duties as assigned.

#### Qualifications

* University degree in relevant field, Master’s Degree preferred;
* At least 2 years of experience working or volunteering in a relevant field, preferably including at a non-profit;
* Familiarity using online organizing tools;
* Successful event planning experience;
* Passionate about developing organizational best practices;
* Good attention to detail;
* Strong organizational and time management skills;
* Ability to work independently in a remote office environment;
* Ability to meet deadlines and work under pressure;
* Strong interpersonal skills;
* Ability to effectively communicate in written and spoken English;
* Intermediate to advanced knowledge of: Microsoft Office, Google Drive, Drupal CMS, Social Media and Skype;
* Interest in climate issues preferred, but not required;
* Personal computer and reliable internet access.

**How to apply:** Click [here.](http://climatenetwork.org/operations-assistant)

**Policy Adviser on Banking Supervision, European Banking Federation, Brussels, Belgium**

**Deadline:** May 31

**Post description:**

The European Banking Federation is the voice of the European banking sector, bringing together 32 national banking associations in Europe that represent some 3,500 banks – large and small, wholesale and retail, local and international – while employing about two million people. The EBF represents the interests of the banking sector with the European institutions, responding swiftly to changing market circumstances. The culture of the EBF can be defined as agile, flexible, open, transparent, working together, integrity, clarity.

The European Banking Federation (EBF) is seeking to recruit a full-time Policy Adviser who will be responsible for building consensus and developing policy positions, designing and delivering banking industry advice and coordinating members' actions.

This is a position with a significant workload and responsibility within a highly competitive team and working with European legislators and supervisors to achieve an appropriate regulatory and supervisory framework in the EU.

Detailed responsibilities

As a policy adviser on Banking Supervision you will be responsible for preparing EBF position papers in selected themes according to the strategic planning of activities. This involves:

* Setting out schedules for specific projects and tasks;
* Launching requests for information to members;
* Organising meetings and conference calls to discuss about and shape the EBF position;
* Participating in public hearings;
* Drafting the EBF position and guiding members towards plausible agreements.

The performance of advisory duties also include building and maintaining a cooperative relationship with EBF member associations and banks trying to understand with anticipation what their concerns are and getting insight from their points of view.

The policy adviser will integrate in an 8-member team assisting the Head of Banking Supervision in a wide range of topics in the field of prudential regulation of credit institutions at global and European level. The policy adviser will perform his/her duties in a rapidly changing environment:

* Staying abreast of external activity related to the banking supervision scope and informing about press releases, public hearings, consultations and other proceedings organised or announced by the EU authorities; as well as events and meetings organised by the manifold stakeholders from the public sector and from consultancy companies and think tanks, among others;
* Drafting preparatory documents on the state of play of the assigned dossiers;
* Leading and contributing to the further development of the EBF knowledge base on prudential matters as well as anticipating regulatory developments.

#### **Qualifications**

* Thorough knowledge of EU banking regulation and European (EU) public affairs with at least 2-3 years relevant experience;
* University degree in Economics, Law or Political Sciences;
* Relevant exposure to the prudential supervision of banks gained in previous positions at European institutions, consultancy firms or credit institutions;
* Broad understanding of the international policy standards, notably from the Financial Stability Board and the Basel Committee;
* Sound understanding of banking supervision relevant directives and regulations, as well as EBA technical standards and guidelines;
* Excellent influencing skills, persuasiveness and sense of diplomacy;
* Ability to blend the views and inputs provided by EBF members to draft joint position papers in response to public consultations;
* Excellent understanding of the EU decision making process;
* Skills to deal with officials from EU institutions and supervisory authorities and to obtain useful information for the sake of a more targeted positioning of the EBF;
* Capacity to adopt pragmatic viewpoints including on the implementation of regulation in credit institutions across EU Member States;
* Effective communication and team working skills with a good command of the concepts and terms generally used in the field of banking supervision;
* Excellent writing skills in English;
* Good interpersonal and bridge builder skills;
* Strong organisational skills and the ability to work under pressure;
* Openness to assume responsibilities on a variety of technical matters;
* Strategic and analytical thinking skills in a project-driven environment;
* Specific knowledge of prudential regulation in non-EU jurisdictions, especially in the USA, would be an asset;
* Specific knowledge of prudential standards and EU regulation for insurance companies would be an asset.

The ideal candidate will show considerable commitment to his/her work, enthusiasm and a positive attitude towards the various projects for which he/she will be responsible.

Organisation structure

The person will report to the Head of Banking Supervision which function covers global and European prudential standards on banking supervision and resolution, risk management and accounting.

The position is based in Brussels, but occasional travelling, especially to Frankfurt, will be required.

This is a challenging position, which will be rewarded with a competitive and attractive package. Please note that references can/will be checked.

**How to apply:** Please send your application with curriculum vitae, including a letter of motivation clarifying why you are interested in this position, to EBF Recruitment (recruitment@ebf.eu ).

# Fellowships, Grants, Internships, and Academic Opportunities

## Inclusive Political Processes, UNDP, New York, NY

**Deadline:** May 18, 2018

**Position Description:**

UNDP has developed a holistic and integrated global approach to provide policy and programme support to country offices around Inclusive Political Processes (IPP). For achieving the outcomes of its Strategic Plan (2014 -2017), UNDP promotes a social contract approach that addresses both sides of the state-society relationship, and interlinks assistance to constitution making and reform, support to the political party landscape, electoral cycle assistance, and parliamentary development in both crisis and non-crisis settings.

The Inclusive Political Processes team works to promote resilient state-society relations, focusing on:

* **Institutional development** – UNDP works to build the capacities of legislatures, electoral management bodies and constitution-making bodies;
* **Women’s political participation and leadership -**UNDP promotes inclusive and participative public institutions by ensuring they have the structure, legal framework and capacity to engage all citizens - particularly women - in the political process, and facilitate women’s participation and leadership in peacebuilding and other political processes;
* **Civic Space** – UNDP works to create space for civic engagement, as well as to develop the capacities of a range of civil society actors, including CSOs, women, young people and minorities, both to act as intermediaries in political advocacy and representation and to directly engage in political processes;
* **Individual capacity development and accompaniment** – UNDP works with political and civil society actors to develop their process skills, substantive knowledge and procedural skills.

Narrowing the gap between states and societies and increasing people’s trust on the stewardship of their government and advocate for compliance for international norms and standards is the core responsibilities of IPP. In more detail, the work of the IPP team centers:

* Electoral cycle, institutions and process support, including risk and violence reduction strategies;
* Constitutional transitions, dialogue and process support;
* Parliamentary institutions, process and dialogue support;
* Political party capacity building and dialogue for peace and development;
* Women political participation, inclusion and leadership;
* Civil society engagement, advocacy for civic space and inclusion of marginalized groups.

**Duties and Responsibilities**

Under the daily management of the Electoral Policy Specialist and the Gender and Policy Specialist on Gender, Political Process and Peacebuilding, in the Inclusive Political Processes team in UNDP’s Bureau for Policy and Programme Support (BPPS), the intern will work on a range of issues related to Inclusive Political Processes, website content management and communication as well as general tasks to support the team.

In particular, the intern is responsible for the following outputs:

* Support UNDP’s electoral team with the update of the BRIDGE (Building Resources in Democracy Governance and Elections) curricula update.
* Support UNDP’s electoral cycle research, initiatives and events
* Support UNDP on its work on Economic Policy, Gender, the Rise of Extremism and the Path forward for Peace, Rights and Pluralism
* Support UNDP work and engagement with Faith Based Organizations
* Conducting other tasks as requested by the IPP team.

Competencies

**Core Values and Guiding Principles:**

* Integrity: Demonstrating consistency in upholding and promoting the values of UNDP in actions and decisions, in line with the UN Code of Conduct.
* Cultural Sensitivity/Valuing diversity: Demonstrating an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrating an international outlook, appreciating differences in values and learning from cultural diversity.

**Corporate Competencies:**

* Demonstrates integrity by modeling the UN's values and ethical standards;
* Promotes the vision, mission, and strategic goals of UNDP and the UN;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Treats all people fairly without favoritism.

Required Skills and Experience

**Eligibility**

Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:

1. Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
2. Be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent);
3. Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.

**Required Skills and Experience:**

* Enrollment in a graduate-level degree programme at the time of application and during the internship in a relevant discipline (social or political sciences, law, international relations, economics, public or business administration, etc.) with a demonstrated interest in democracy promotion, public institutions, good governance and peacebuilding.
* Exposure to democratic governance agenda, and preferably parliamentary development, constitution-making support, electoral cycle, women’s political participation and/or civic engagement.
* Experience in research and analysis.
* Excellent communication and writing skills.
* Excellent interpersonal skills.
* Experience organizing meetings.
* Computer proficiency, including working knowledge of MS Office products. Experience managing web portals is an asset.
* Prior experience with NGOs, UN, or international institutions is a strong asset.
* Experience working collaboratively in a team structure in a multicultural environment.
* Fluency in spoken and written English. Second official UN language an asset.

**How to Apply:** Find more information [here](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=78456).

## Middle East Program Intern, Committee to Protect Journalists, New York, NY

**Deadline:** May 18, 2018

#### **Position Description:** Position description

Founded in 1981, the Committee to Protect Journalists is an independent, non-profit organization defending journalists worldwide without regard to their political ideology. Through its work to safeguard journalists, CPJ protects the rights of all people to have access to diverse and independent sources of information.

**Primary Tasks:**

* Providing background research in English and Arabic, doing interviews in English and Arabic, editing/writing, working with databases, and other support as needed for the Middle East program;
* Effectively using social media, including in Arabic, to disseminate the Middle East program's work;
* Communicating via secure online platforms, email and phone with CPJ staff, consultants and partners;
* Other related duties as assigned.

**Qualifications**

* Bachelor's degree in journalism, or related field, including international affairs or Middle Eastern studies. Current college or graduate students are also eligible.
* Fluency in English and Arabic, both verbal and written, is required. Ability to communicate in French is a plus.
* Proficiency with MS Office Suite and Google Drive.
* Ability to work independently and collaboratively with program team.
* Experience working in the Middle East is preferred.

CPJ is an equal opportunity employer and values diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

**How to Apply:** Please e-mail a resume, cover letter, writing sample, and references by May 18, 2018. Please include "MENA Intern" in the subject line. Only candidates who have been selected for an interview will be contacted. Only candidates authorized to work in the U.S. without any restrictions need apply. Send an email to jobs@cpj.org.

## Schwarzman Scholar, Global

**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.

**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.

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

## Program Intern, Girl Up, United Nations Foundation, Washington, DC

**Posted:** April 24, 2018

**Position Description:** Girl Up is “by girls, for girls” – girl-led and girl-driven – and engages girls to take action to achieve global gender equality and change our world. Through our leadership development programs, Girl Up inspires, convenes, trains and connects girls globally, helping to position them as leaders and changemakers. With more than 700,000 supporters, Girl Up leaders are a proven force for social good. Girl Up is a campaign of the United Nations Foundation, working across a global community of partners to achieve gender equality worldwide.

The summer intern will support Girl Up’s five signature youth leadership programs, namely the 2018 Leadership Summit.

**Responsibilities:**

* Assist in generating ideas and content for materials such as toolkits, blogs, emails and newsletters.
* Support key program moments and campaigns
* Participate in overall support of Girl Up’s leadership programs – including Club, Campus, and Teen Advisor programs.
* Monitor and update internal Girl Up Community website
* Assist with mailings and other tasks to support Girl Up’s program outreach.
* Monitor the general information email accounts
* Answer phone calls from supporters and donors.
* Assist with logistics and volunteer outreach for events and conferences, particularly Girl Up’s annual Leadership Summit.
* Other duties as assigned.

**Qualifications:**

* Candidate must be enrolled in a degree-granting program during the internship or must be a recent graduate (within 8 months) of a degree-granting program from a college or university with a demonstrated interest in gender equality and international development and/or global politics
* Those majoring in relevant fields such as Education, Youth Development, Women’s and Gender Studies, Political Science, International Relations, Global Health and similar fields preferred.
* Background in teaching, tutoring, and mentoring youth, and/or experience working with youth programs or mobilization is highly preferred.
* Interest and/or experience in professional or campus organizing, grassroots outreach, political campaigns, and/or canvassing preferred.
* Demonstrated interest in girls’ and women’s rights and/or international development is required.
* Broad understanding of digital tools and social media
* Excellent oral and written communications skills.
* Excellent customer service skills.
* Experience in Microsoft Office suite, with particular emphasis on database management.
* Ability to take initiative as a self-starter.
* Strong creativity and organizational skills.
* Ability to work well with a small, fast-paced team and manage multiple tasks.

The United Nations Foundation offers **unpaid** semester-long full and part-time internships during the following:

Fall: September –December

Spring: January-April

Summer: May-August

Please note that actual internship dates may vary slightly.

 **How to Apply:** Find more information to apply [here.](https://intern-unfoundation.icims.com/jobs/1600/program-intern%2C-girl-up/login?mobile=false&width=823&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240)

## 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.

**How to Apply:**

* 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/.

## The Herbert Scovill Jr. Peace Fellowship, Global

**Deadline:** October 1, 2018

**Position Description:**

The Herbert Scoville Jr. Peace Fellowship Program invites recent college and graduate school alumni to apply for full-time, six-to-nine month fellowships in Washington, DC. Outstanding individuals will be selected to work with nonprofit, public-interest organizations addressing peace and security issues. Applications are especially encouraged from candidates with a strong interest in these issues who have prior experience with public-interest activism or advocacy.

**Program and Purpose**

Scoville Fellows will choose to work with one of the twenty-four organizations [participating in the program](http://scoville.org/apply/organizations/). With the assistance of the program director, fellows will select a placement, which best matches, their interests and the needs of the host organization. Participating organizations provide office space and support, supervision and guidance for fellows’ work. With the exception of Congressional lobbying, fellows may undertake a variety of activities; including research, writing, and organizing that support the goals of their host organization.

The purpose of the fellowship is to provide an opportunity for college graduates to gain practical knowledge and experience by contributing to the efforts of nonprofit, public-interest organizations working on peace and security issues.

**Salary and Benefits**

Fellows receive a salary of $3,100 per month and health insurance, plus travel expenses to Washington, DC. The program also provides $1,000 per fellow for [professional development](http://scoville.org/fellows/professional-development-stipend/) to attend relevant conferences or meetings that could cover travel, accommodations, and registration fees, or to take a language or policy course. The program arranges meetings for the fellows with policy experts and social networking events with alumni. Fellows also receive mentoring from a board member and a former fellow.

Some lenders may permit Scoville Fellows to defer college loan payments during their fellowship. Check with your individual lenders.

**Issue Areas Covered by the Scoville Fellowship**

Arms Control/Disarmament/Non-Proliferation – nuclear, biological, chemical and conventional
Conflict Prevention/Resolution
Defense Budget
Dismantling Chemical and Nuclear Weapons
Environmental and Energy Security, including the nexus of climate change and energy use, conflict and resource scarcity
Environmental Impact/Cleanup of Nuclear Weapons Production Complex
Export Controls
International Security
Peacebuilding and peacekeeping
Regional/Ethnic Conflicts
Terrorism prevention, including biological and nuclear

Applicants whose area of interest falls outside of the above list are unlikely to be selected as a Scoville Fellow.

**Selection Criteria**

This is a highly competitive fellowship designed for people who have already demonstrated a strong interest in the field, and not intended for those who want to try a semester in Washington. Successful candidates must be good writers who are adept at working in a fast paced office environment. We are seeking people considering a career working on international peace and security issues with public-interest organizations, the Federal Government, academia, or media.

This fellowship is extremely competitive; candidates who do not submit all required documents on time are unlikely to be selected for an interview.

Prospective fellows are expected to demonstrate excellent academic accomplishments and a strong interest in issues of peace and security. Graduate study, a college major, course work, or substantial independent reading that reflects the substantive focus of the fellowship is also a plus. Prior experience with public-interest activism or advocacy is highly desirable. It is preferred, but not required, that such activities be focused on peace and security issues.

Experience with public-interest activism or advocacy such as

Organizing a campus forum and/or outreach campaign, meeting with decision makers, or rallies
Working with or joining a campus, local, or national organization
Active participation in conferences
Writing and publication of opinion pieces in both traditional and new media

Candidates are required to have completed a baccalaureate degree by the time the fellowship commences. Preference is given to United States citizens, although a fellowship to a foreign national residing in the U.S. is awarded periodically. Non-U.S. citizens living outside the United States are not eligible to apply. The Scoville Fellowship is not intended for students or scholars interested in pursuing independent research in Washington, DC.

Preference will be given to individuals who have not had substantial prior public-interest or government experience in the Washington, DC area.

**How to Apply:** Find more information [here](http://scoville.org/apply/application-information/).

## World Politics & Statecraft Fellowship, Smith Richardson Foundation, Global

**Deadline:** October 8, 2018

**Position Description:**

The Smith Richardson Foundation sponsors an annual “World Politics and Statecraft Fellowship” program, its annual grant competition to support Ph.D. dissertation research on American foreign policy, international relations, international security, strategic studies, area studies, and diplomatic and military history.

The purpose of the program is to strengthen the U.S. community of young scholars and researchers conducting policy analysis in these fields by supporting the research and writing of policy-relevant dissertations through funding of field work, archival research, and language training.  In evaluating applications, the Foundation will accord preference to those projects that could directly inform U.S. policy debates and thinking, rather than dissertations that are principally focused on abstract theory or debates within a scholarly discipline.

The Foundation will award up to twenty grants of $7,500 each.

Further information about the application process and a proposal template can be downloaded below.

Proposals should be emailed to the following address:

worldpolitics@srf.org

The deadline for submissions is **October 8, 2018**. Please note that ALL of the application materials must be received by the Foundation by the deadline and that no exceptions will be made.

Applicants will be notified by **March 15, 2019.**

**How to Apply:** Find more information [here](WIIS%20Jobs%20Hotline%203%20May%202018..docx).

**Security Risk Analyst – Intern, Citrix, Fort Lauderdale, Florida**

 **Posted:** May 15, 2018

**Position description:**

We believe work is not a place, but rather a thing you do. Our technology revolves around this core philosophy. We are relentlessly committed to helping people work and play from anywhere, on any device. Innovation, creativity and a passion for ever-improving performance drive our company and our people forward. We empower the original mobile device: YOU!

Citrix continuously works to better understand the nature and intensity of the evolving risk security threats pose to its workforce, supply chain and office locations. Citrix international offices are located in prominent world cities affected by terrorism and other concerns; therefore, it’s imperative the Global Security Organization (GSO) develop a clear picture of how these threats may impact the extended supply chain (People, Products and Facilities)

**The purpose of the Citrix GSO -  Threat Services function therefore, is four-fold:**

Monitor current and future threats of terrorism
Develop and implement timely risk assessment and response
Ensure continual communication with senior executive leadership, business unit leadership, security managers and employees
Improve or create new policy, standards and business practices to protect “the enterprise”

**Duties include:**

* Support the Threat Services Team using Citrix software to proactively identify high risk security incidents near Citrix facilities
* Conduct research on regional security concerns
* Work with the Threat Services team to create Operational Risk Assessments

**How to apply:** Click [here.](https://jobs.citrix.com/job/CITRA005811250/Security-Risk-Analyst-Intern)

**Contracted Student Intern – Multicultural Affairs, Commonwealth of Massachusetts, Boston, Massachusetts**

**Post date:** May 15

**Post description:**

The Multicultural Affairs Student Intern will assist the DMH Office of Multicultural Affairs with community outreach projects and support the Interpreter Services Program.

Duties include: assisting in the coordination of foreign language interpreting services for DMH clients; data entry and data analysis; posting the multicultural resources on the DMH website; updating and marketing the Multicultural Mental Health Resources Directory; and collaborating with DMH Office of Communications on community engagements/outreach.

#### Qualifications

Preferred Qualifications:

* This internship opportunity is for an undergraduate student who must be currently enrolled in an undergraduate program at an accredited College or University.
* Given the population served, bilingual or multilingual fluency skills preferred.
* Experience working with diverse population and communities of color.

Additional Information:

* Benefits are unavailable with the exception of sick leave accruals.
* All employees will be paid on a biweekly basis and must have direct deposit.

**How to apply:** Click [here.](https://www.mass.gov/guides/masscareers-apply-for-a-job-guide)

**Programmes Internship, European Partnership for Democracy, Brussels, Belgium**

**Deadline:** May 16

**Position description:**

The European Partnership for Democracy (EPD) is an independent European non-profit organisation supporting democratic transformations outside the European Union. As a network of European civil and political society organisations working on democracy support, EPD advocates for a stronger presence of democracy support on the European Union’s agenda and facilitates the exchange of knowledge and best practices in democratic transformations around the world.

EPD is the first Community of Practice on democracy support operating at the EU level. As such, its added value lies in its capacity to bring together and to connect the work of organisations within various policy areas, in a way that enhances the effectiveness and the quality of the programming and implementation cycles of democracy support at the EU level.

EPD is currently looking for a recent graduate or young professional to start an internship in mid- June 2018. The available position will focus on project management and development, but the Intern will have the opportunity to get involved in the whole range of activities undertaken by the EPD Secretariat. Please note that this position is unpaid and based on a voluntary work contract.

Duties and responsibilities:

* Providing assistance on project management (monitoring and evaluation, narrative and financial reporting, implementation of activities, etc.);
* Liaising with project partners in target countries and other stakeholders;
* Updating the EPD Funding Review on a weekly basis;
* Providing assistance in writing project proposals;
* Assisting with background research (such as analyses of democracy support);
* Attending and writing reports/minutes of relevant EU events in Brussels;
* Assisting with such administrative and logistical tasks as scanning, filing and preparing for events;
* Assisting in the daily functioning of the organisation;
* Providing other kinds of assistance as requested.

#### Qualifications

Requirements:

* Recent graduate or young professional with strong interest and sound knowledge of EU external policies, ideally in the field of democracy support;
* Very good English; good Spanish skills are considered an asset; knowledge of French and Portuguese are also an asset.

Conditions and benefits:

* 5 to 6 months assignment on a short-term contract signed by EPD and the Intern or, if applicable, a student's home University/School/Institute;
* Interns are fully involved in all aspects of our work; they are part of an international team that supports them in acquiring skills to work in an international organisation and hands-on knowledge of how major international actors inter-relate, at EU and global levels;
* Possibility to attend workshops, lectures and other events within and outside of EPD;
* Letter of reference at the end of a successful internship;
* Valuable experience for future career opportunity in project management within NGOs, non-profit organisations or any small to midsize organisation;
* Please note that this is an unpaid internship and that the Intern will need to obtain financing for subsistence and make his/her own arrangements for travel to and from Brussels, accommodation, and visa (if required);
* Lunch reimbursement of up to 160 EUR per month and a monthly public transport ticket are provided (unlimited public transport for Brussels);
* The Intern will be based in Brussels during the internship programme.

**How to apply:**

Interested candidates should send a CV and a cover letter to  programmes@epd.eu. The deadline for receiving applications is Friday, 16 May 2018 at 23:59 CET.

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