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# Employment Opportunities (National)

## Research Assistant: Foreign and Defense Policy, Demographics and Political Economy, American Enterprise Institute, Washington, D.C.

**Deadline:** June 15

**Position description:**

AEI is seeking a full-time research assistant to work with two international political economy scholars. The major responsibilities of the position include conducting research and providing support on issues of demographics and international development. Other major topics are Asian economies and US-Asia economic relations. Assignments will include data generation and analysis (featuring population projections) and searching Chinese-language media for international investment and construction activity. Administrative duties will include scheduling and organizing events.

**Qualifications:**

This position requires outstanding research skills, particularly the strong ability to read Chinese and some experience with data analysis. Qualified candidates will have a demonstrated interest in topics pertaining to demographics and international political economy and will be well organized, a strong writer, and intellectually curious.

AEI offers a stimulating and harmonious work environment and excellent benefits. Qualified applicants should submit an online application, complete with a resume, a cover letter, transcripts, and a 500-word writing sample on a topic related to the position.

**How to apply:** Qualified applicants should submit a resume, a cover letter, academic transcripts, and a 500-word writing sample with their online application at [www.aei.org/jobs](http://www.aei.org/jobs). Find more information [here](https://aei-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=1436&company_id=16410&version=2&source=ONLINE&jobOwner=992469&aid=1).

## Program Administrative Officer, Open Society Foundations, New York, New York or Washington, DC

**Deadline:** June 15

**Position description:**  
  
The Program Administrative Officer for grant making will manage the Latin America Program’s grants administration, the analysis of grants-related data and related graphics production; and will provide specialist support for team grant making operations. This role will report to the division director responsible for the Latin America Program’s division for Operations and the Integrative Role and will coordinate closely with the Program Administrative Officer for operations. Together with the operations team, he/she will ensure clear and efficient policies and practice for grant making operations.   
  
This unit develops systems and processes that support program effectiveness and efficiency, including strategy and budget development and monitoring, liaising with other Open Society Programs and offices on new or modified policies and practices, strengthening good practices and capacity for grant making, as well as results assessment, learning and reflection.   
  
We are looking for analytical, organized, and creative candidates that are highly self-motivated and directed, as well as detail-oriented, exceptional communicators demonstrating sound judgment, and capable of working on multiple priorities at once. The successful candidate will have a strong administrative, systems management, data analysis and graphics production background or aptitude, as well as the ability to collaborate well with local and remote staff.   
  
Grant Making Operations 

1. contribute to developing and maintaining efficient grant making operations policies and practice within the Latin America program team, including grant review processes and strong common practices for grant making across the team
2. build collaborative relationships, particularly with OSF departments such as Grants Management, the Budget Office, and the Strategy Unit to develop and maintain comprehensive information tools that are readily accessed to address program questions, problems, opportunities and challenges
3. facilitate initiatives within LAP related to managing and improving our grant making
4. shepherd LAP’s working group on grants process and adherence to grant targets
5. lead the analysis and evaluation of LAP’s grant making processes and delegated authority plan and the implementation of that plan; as well as recommendations for changes
6. act as LAP’s liaison with network-wide initiatives related to strategy, budget and grant making operations
7. support the development of meaningful learning, monitoring and assessment practices within LAP, as well as connecting those practices to assessment work taking place elsewhere in the network
8. train program officers and program specialists on aspects of grant making operations during orientation of new staff and for updated systems
9. liaise with other departments within OSF, including Grants Management, the Grant Making Support Group, Office of the General Counsel, the Committee on Grant making, and any relevant cross-network initiatives
10. lead and coordinate LAP’s participation in relevant cross-network initiatives
11. stay abreast of relevant policies and compliance requirements, and assists staff with understanding, operationalizing, and adhering to relevant policies and guidelines;
12. contribute to the development of grant-making policies, software tools, protocols, and practices within the program and in collaboration with network programs

Grants Administration

1. conduct advanced and independent grants administration processing and monitoring for the Latin America Program, contributing to timely, efficient and clear workflow of information for program staff and grantees
2. coordinate with program staff, grantees, and Grants Management to ensure timely and efficient grants administration and policy compliance. The candidate will develop and oversee grants administration dashboards that facilitate effective program management, conduct strategic analysis of dashboard data, and create graphic visualization of grants and other programmatic data on a regular and ad-hoc basis.
3. act as owner of all grant records within Foundation Connect; shepherding grants through compliance review
4. coordinate with program officers to address any issues that arise related to grant administration
5. manage and update the LAP grant making resource center.
6. guide the implementation of new policies and act as a resource to all staff regarding the LAP coding structure, various administrative policies, and OSF general policies
7. monitor LAP’s contracts for quality, ensuring that all staff are complying with procurement principles and new guidelines
8. acquire in-depth competencies using grants administration software tools and contribute to their ongoing development

Data Analysis

1. provide complex grant making or other data visualization, helping develop reporting tools and templates for effective program design, management and evaluation
2. work with the broader program objectives and strategies, to design, anticipate, formulate, and operationalize information solutions that will facilitate the work of the program
3. manage, analyze and communicate data regarding LAP’s grant-making targets
4. tailored communication to various audiences of relevant grant making data, i.e. for budget or strategy presentations or presentations to the Global Board or Advisory Board
5. work with program officers to determine and produce relevant data analysis for portfolio planning and design, and for portfolio reviews.

Other

1. may be asked to take on other operational responsibilities, including managing the team’s budget as it relates to grants administration and other administrative support as needed
2. occasional travel is required

**Candidate Profile**

1. 5-7 years of work experience in a situation relevant to the duties of this role, sufficient to develop demonstrable competence in relevant skills.
2. fluency in Spanish and English, written and spoken. Proficiency in Portuguese is a plus.
3. administrative and data analysis experience, ideally at a large and complex international organization.
4. experience working with a grant processing system requiring in-depth knowledge of grant making policies, guidelines, and processes.
5. demonstrated proficiency in using data management and visualization platforms and databases (e.g. Salesforce, NetSuite, Foundation Maps, etc.) and aptitude to quickly learn new capabilities and systems
6. demonstrated ability to develop processes, systems, and workflows and ensure adherence and follow-up.
7. experience in developing effective policies, procedures, and standard operating procedures; demonstrated familiarity with planning for, implementing and adjusting administrative systems.
8. experience with record keeping, budgeting management, and finance administration.
9. proven ability to work efficiently in a fast-paced environment, troubleshoot and follow projects through to completion, delivering consistently at a high level of quality on schedule, without loss of attention to detail
10. high level of self-motivation and ease working independently, and understanding of the need to consult colleagues on more complex or sensitive matters when necessary
11. flexibility and ability to work simultaneously on a wide range of tasks and projects and ability to prioritize tasks, particularly under pressure
12. excellent communication and interpersonal skills, with a demonstrated ability to build and maintain relationships with a wide range of people from diverse backgrounds
13. experience making administrative, procedural decisions and judgments on sensitive and confidential issues.
14. familiarity with complex administrative policies and procedures and operating within them and ability to quickly understand and use policies and procedures.
15. demonstrated ability to use discretion and judgment regarding sensitive and confidential issues.
16. collaborative, collegial working style.
17. commitment to the values and goals of the Open Society Foundations.

**How to apply:**Please upload a cover letter and resume as one document when submitting an application. Candidates will be considered on a rolling basis. Find more information [here](https://www.opensocietyfoundations.org/jobs/jr-0000977/program-administrative-officer).

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

**Deadline**: June 22

#### **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 ability 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 ensure 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)

## VP of Development and Communications, Search for Common Ground, NYC or Washington, DC

**Posted:** May 30

**Position description:**

The VP of Development and Communications will report to the President and be responsible for global communications and private philanthropic fundraising strategy and execution. S/he will lead the expansion of our communications and development teams, oversee global communications, establish the Search brand with a new community of philanthropists, and build a major donor and private philanthropic fundraising base that advances the Search mission.

The ideal candidate will have a proven track record developing and managing major donor and high net worth fundraising programs, implementing processes for research, cultivation, solicitation, and stewardship, and managing donor relations. In addition, s/he will have the demonstrated ability to build a service-oriented communications department that can elevate awareness of the Search brand and support private philanthropic fundraising, government donor grant solicitation, and program execution.

Key Responsibilities

Private Philanthropic Fundraising

* Develops and implements a global private philanthropic fundraising strategy to raise money from individual donors
* Leads all private philanthropic fundraising including hiring and managing the development team
* Partners closely with the CEO to cultivate, solicit, and steward major donors
* Designs the policies, processes, and systems to deliver a best-in-class private philanthropic fundraising operation
* Builds a high net worth fundraising program that achieves our fundraising targets and goals
* Manages development budget
* Ensures that private philanthropic donors are engaged and stewarded

*Global Communications*

* Builds and leads a global communications team that is highly collaborative and service oriented in its work with other departments across the organization
* Grows awareness and understanding of the Search brand across all critical stakeholders and constituencies
* Provides communication services for other teams across the organization including Global Affairs and Partnerships, Human Resources, and program teams
* Establishes and oversees standards for external communications, brand, and messaging worldwide
* Develops communication capacity within program teams to help ensure that Search is able to deliver quality communications at every level to advance the mission
* Sets the global communications strategy, oversees implementation of global communications, and manages the communications budget
* Ensures the implementation of processes, roles, policies, and systems that lead to a high-performance communication operation

As job descriptions cannot be exhaustive, the position holder may be required to undertake other duties that are broadly in line with the above key responsibilities.

Desired Outcomes

* Develop a global communication strategy that defines the key results, messages, tactics, budgets, and timeline.
* Develop a global private philanthropic development strategy that defines the key tactics, budgets, and timeline.
* Successfully complete the current three year fundraising campaign to raise $21M in private philanthropic funding by the end of 2020.
* Increase our annual giving from $1.5M to $8M in by the end of 2022.
* Make Search the most widely recognized citizen-led, peacebuilding, and conflict transformation NGO leader among our target donors and stakeholders so Search has brand among our constituency comparable to brand recognition achieved by leaders in other fields (e.g. IRC or WWF).

*Ideal Experience*

* 10+ years leading fundraising and communication
* Demonstrated experience growing HNW fundraising programs
* Hands on experience cultivating, soliciting, and stewarding six and seven figure gifts
* Building repeatable and scalable fundraising operations and programs
* Experienced with public relations, content marketing, and event marketing
* Proven ability to work in a large-scale, global organization
* Experience hiring and managing fundraising and communications teams
* Fluency in English is required and additional fluency in French or Arabic is beneficial

*Critical Competencies*

* Emotional Intelligence - works well with a wide range of people, successfully manages conflict, and creates strong collaborative relationships with peers and vendors
* Strategic Thinking -  knows how to build and adapt high-impact development and communications strategies
* Communication –  excellent writer and speaker who is able able to make persuasive cases for support to a range of different audiences
* Resourcefulness - able to find creative solutions within budget constraints to deliver results without excessive costs
* People Management - able to build and lead high-performance teams of senior professionals in communications and development
* Collaborativeness - works exceptionally well with peers and colleagues across a diverse global organization
* Organization – plans, organizes, schedules, and budgets in an efficient and productive manner with a clear focuses on key priorities

**How to apply:** We are looking to fill this position with the right candidate. Only applicants invited for an interview will be contacted. No phone calls please. Please see our website www.sfcg.org for full details of our work. Find more information and apply [here](https://sfcg.bamboohr.com/jobs/view.php?id=1126).

## Senior Advisor, Sexual and Reproductive Health, Women’s Refugee Commission, New York, New York

**Posted:** May 30

**Post description:**

1. Defines and addresses global SRH gaps specifically in the areas of adolescent SRH, family planning, minimum standards for SRH response and inclusive programming.
2. Leads and supports collaborative efforts to set and advance a global SRH agenda
3. Builds local and national resilience for SRH
4. Advocates for a holistic approach to well-being, that includes SRH across preparedness, response, and recovery.

The WRC has been working with partners in the Inter-agency Working Group (IAWG) on Reproductive Health in Crises to address adolescent SRH for over a decade. A comprehensive mapping of adolescent SRH (ASRH) programming published in 2012 undertaken by WRC and Save the Children, showed a dearth of both funding and ASRH programming implemented since 2009.  In 2013 the Centers for Disease Control and Prevention supported the WRC to undertake background research on the SRH needs and risk of very young adolescents in humanitarian context. The WRC also initiated research around child marriage in 2011, and now oversees a multi-country effort to examine the prevalence of child marriage, and promising approaches to address this practice in three humanitarian contexts with potential opportunity for two additional countries.

The WRC initiated its work with partners on disaster risk reduction (DRR) in 2010. The SRH DRR working group subsequently became an official SRH working group on the health platform of the International Strategy for Disaster Risk Reduction (ISDR). The SRH working group led by the WRC published a Policy Brief and Fact Sheet on Integrating Sexual and Reproductive Health into Health Emergency and Disaster Risk Management and further developed a national monitoring tool for the integration of SRH to national disaster risk management planning. The WRC has also taken a lead on community-based programming to address SRH.

**Scope of work:**

**Adolescents**

The WRC aims to advance global gaps in attention to adolescents, particularly often overlooked sub-populations such as very young adolescents and married adolescents by undertaking evidenced-based advocacy on SRH needs and programming to address the diverse populations of adolescents; and by undertaking and disseminating research demonstrating the scope of child marriage in humanitarian contexts and identifying models that effectively prevent and respond to child marriage.

1. Collaborate with colleagues and cultivate and secure donors to advance focused attention to adolescent SRH including subpopulations (very young adolescents and married adolescents) and a holistic approach to the safety, health and well-being of adolescents.
2. Lead and participate in advocacy coalitions working on ASRH issues across both humanitarian and development spaces (Inter-agency Working Group on Reproductive Health in Crises Adolescent Sub-working group, Girls Not Brides, Very Young Adolescents, Arab States child marriage research network).
3. Facilitate collaboration with existing and new partners to undertake, monitor, analyze, publish and disseminate findings from quantitative research demonstrating scope of child marriage in crisis-affected settings and qualitative evaluation of factors that mitigate child marriage in these settings.
4. Document and share research findings through participant reports and facilitate appropriate local dissemination strategies.
5. Ensure all research in each country context abides by donor requirements, ethics, and implementation protocols.
6. Identify and advocate evidenced-based models that effectively prevent and respond to the SRH needs of very young adolescents and child marriage practices in humanitarian settings.

**Resilience Building and Inclusion for SRH**

The SRH working group within the health platform for disaster risk management at the ISDR collaborated with WHO and others to effectively advocate SRH in the Sendai Framework for Action. WRC recommends that this working group is revitalized as a sub-working group in IAWG to advance collaborative initiates at the global, national and community levels. The WRC has also piloted its community-based preparedness curriculum on SRH and Gender in the Philippines, Iraq, and Pakistan.

1. Facilitate inter-agency coordination to address SRH in Emergency Disaster Risk Management (EDRM)/preparedness at global, national and community levels.
2. Consolidate and document learning from three pilot projects utilizing the WRC curriculum,

*Community Preparedness: Reproductive Health and Gender* and modify curriculum to address learning and to integrate inclusion and resilience concepts into the curriculum.

1. Collaborate with implementing agencies to advance existing initiative to build community resilience for gender and SRH.
2. Collaborate with WRC and IAWG colleagues on strategic initiatives to address gender, inclusion, and resilience.

**Program Management**

1. Monitor related (adolescents, early marriage, DRM) SRH work plan
2. Monitor related SRH program grants, subgrants, and expenditures
3. Prepare donor reports and proposals

**Additional responsibilities:**

1. Abide by the Women’s Refugee Commission’s accountability commitments and participates in its Accountability Working Group to continuously improve accountability to stakeholders.
2. Participate in advancing WRC’s strategic priorities including gender, resilience and monitoring and evaluation.

**Requirements:**

1. Masters Degree in Public Health, International Affairs, Public Policy or related field
2. Minimum of 5 years of program management experience;
3. Demonstrated success analyzing and publishing research and/or program evaluation findings
4. Demonstrated success translating research into practice (through publications, reports, and advocacy briefs)
5. Understanding of health/SRH and humanitarian response systems
6. Familiarity with the use of technology for data collection
7. Excellent written and oral communication skills, including for reports, grant-writing, and research for advocacy presentations;
8. Solid diplomatic and interpersonal skills: the ability to effectively liaise and coordinate with a variety of internal and external professional contacts, donors and partners;
9. Successful fundraising;
10. Excellent organizational and multi-tasking skills: the ability to work well under strong pressure in a fast-paced, high-functioning and detail-oriented team environment;
11. Ability to travel up to 25% of the time;
12. Exemplary computer skills: facility with SPSS/SAS/R, Nvivo or other qualitative software, Excel, Word, qualitative/quantitative data analysis software and email/internet software.

**How to Apply:**

To apply, please send a resume and cover letter to [WRCJobs@wrcommission.org](mailto:WRCJobs@wrcommission.org).

## Campaigns Associate, International Labor Rights Forum, Washington, D.C.

**Posted:** May 29

**Position description:**

The International Labor Rights Forum is a human rights organization that advocates for workers worldwide. We hold global corporations accountable for labor rights violations in their supply chains and advance policies and laws that protect workers. We do this work in close collaboration with a network of grassroots worker organizations around the world to strengthen workers’ ability to advocate for their rights. More information about ILRF is available at www.LaborRights.org.

The Senior Campaign Coordinator will carry out public campaign advocacy for workers’ rights, particularly as it relates to labor rights in globally traded agricultural commodities. The position is a senior level position within ILRF’s advocacy and campaigns team. Responsibilities include campaign coordination and strategy development, coalition building and networking, responding to urgent action requests, supporting ILRF’s communications needs, and fundraising. This job is an excellent opportunity to grow your understanding of global supply chain campaigns, trade policy and international labor rights advocacy.

Job responsibilities include:

• Develop, coordinate and implement corporate campaigns focusing on ILRF’s agricultural commodity supply chain campaigns. This includes desk and field research, media and public relations, corporate and government pressure tactics, e-activism, coalition building and partner development.

• Facilitate the Thai Seafood Working Group, a coalition of nearly 60 human rights, labor and environmental organizations that develop and advocate for improved working conditions in Thailand, which includes:

Maintain regular communications with members and other stakeholders

Organize regular Working Group calls

Foster consensus-based decisions and coordinate joint actions

• Support communications and strategy development for the Cotton Campaign to end state-sponsored forced labor in Uzbekistan and Turkmenistan.

• Coordinate additional ILRF programs in seafood and other agricultural commodity supply chains as required.

• Write, edit and design content for ILRF’s website, blog, Twitter, Facebook, campaign materials, funding and outreach materials, e-mail communications, action alerts and press releases.

• Draft, design, and assist in the publication of reports, case studies, and analysis for partners, funders and other target audiences.

• Represent ILRF publically at speaking events, conferences, webinars, coalition meetings, actions and in the media.

• Cultivate individual and organizational donors through relationship development, events and writing proposals.

• Evaluate and monitor effectiveness of campaign strategies and integrate findings into future activities.

• Write grant applications and reports.

*Qualifications*

• Five years’ experience in social/economic justice campaigning

• Excellent writing and editing skills

• Highly organized and detail-oriented

• Demonstrated ability to work well with others and to lead group discussions in a way that incorporates diverse views and draws consensus

• Tech-savvy and proficient with Microsoft Suite

• A good understanding of media messaging and framing

• Experience in online community management and in using social media to engage an online audience

• Demonstrated ability to work well under pressure and manage multiple work streams

• Self-motivated with ability to work well independently

• Enthusiasm for travel, particularly to build ILRF networks and alliances

• Bachelor’s degree

Preferred Qualifications:

• Experience organizing demonstrations, creative actions, and educational events

• Experience as a trainer, workshop leader, or public speaker

• Experience with content management systems, website editing, creating graphics and Adobe suite (particularly InDesign)

**How to Apply:** Please send cover letter, resume and writing sample to [employment@ilrf.org](mailto:employment@ilrf.org).

## Policy Program Associate, Nuclear Policy, Stanley Foundation, Muscatine, Iowa

**Posted:** May 24

**Position description:**

The Stanley Foundation seeks a program associate to join its Policy Programming Department to contribute energy, creativity, and analytical skill to the design and implementation of innovative programming on technology and nuclear policy. The Stanley Foundation’s[nuclear policy programming](https://www.stanleyfoundation.org/programs.cfm?id=2) currently focuses on the disruptive effects of emerging technologies on nuclear deterrence, disarmament, and nonproliferation.

As part of a two-person team responsible for the foundation’s nuclear policy programming, the chosen candidate will:

1. Enhance skills in writing, analysis, communications strategy, and project management.
2. Embrace constant learning about cutting-edge policy issues.
3. Participate and have a direct role in designing discussions with technology, nuclear, and international policy stakeholders.
4. Be a collaborative team player working in pursuit of the Stanley Foundation’s vision, mission, and organizational goals.
5. The ideal candidate will have:
6. Some experience providing support to the conceptualization and implementation of programming or projects.
7. An interest in gaining exposure to international policy, key players, and networks.
8. The ability to communicate complex issues to policy and nontechnical audiences with a clear writing style.
9. An aptitude for connecting people and ideas.
10. Experience with or interest in travel, both domestically and abroad.

**Full Position Description**  
The policy program associate will contribute to the foundation’s nuclear policy work by supporting the conceptualization and implementation of programming activities to achieve the foundation’s policy change goals. The program associate will work in close collaboration with the program officer responsible for nuclear policy programming and the director of policy programming strategy to develop and implement the foundation’s strategy on nuclear policy and evaluate the relative success of its work. The program associate will also work in collaboration with all departments in the Stanley Foundation to deliver high-impact programming.

**Key Responsibilities**

1. Program Support: The program associate will support the program officer, working across foundation departments and with other organizations, to implement programming activities that will drive progress toward defined policy goals. The program associate will attend events run by the Stanley Foundation, its partners, or others. The program associate will be responsible for:
   1. Keeping the program officer and others well informed of developments and progress on assigned activities.
   2. Carrying out substantive research in support of programming efforts and commissioned analysis.
   3. Working with the program officer to draft, edit, and produce various written products.
   4. Liaising with the Communications Department and others on publications in the editorial process and production associated with written products.
   5. Liaising with the Operations Department when organizing events, including when managing invitation lists, coordinating on logistics, and meeting agreed-upon schedules.
2. Learning: The program associate will participate in the learning process in the issue area as it relates to the foundation’s programmatic efforts. This includes working with the program officer to incorporate lessons learned from activity-specific evaluations as well as adjusting programming to reflect feedback from midterm and end-of-cycle evaluations. As a member of the foundation’s Policy Programming Department, the program associate will build subject matter expertise.
3. Networking and Relationship Cultivation: Because collaboration with other organizations is a key element of the Stanley Foundation’s work, the program associate will assist the program officer with networking and maintaining strong and supportive ties with key organizational partners. As a member of an institution with a strong vision for positive change, the program associate will display the determination and excitement of the mission through daily engaged and positive relationships with peers in and beyond the organization.
4. Team Contribution: As a member of the policy programming team, the program associate will contribute to cross-team learning for assessing broader organizational impact. The program associate will contribute to internal reporting mechanisms and procedures and will utilize excellent communication and collaboration skills as a member of the Stanley Foundation team.

**Qualifications**  
The ideal candidate will demonstrate an interest in international affairs, particularly subject areas related to technology or nuclear policy. In addition, a strong candidate should possess:

1. A minimum of a bachelor’s degree with coursework in a relevant discipline (international relations, political science, history, or a related social science field with an emphasis on global and/or foreign policy issues).
2. An interest in gaining substantive knowledge in nuclear policy.
3. Strong organizational and communication skills.
4. Strong analytical, research, and writing skills.
5. The ability to track details and manage multidirectional information flows in a fast-paced environment.
6. Demonstrated collaborative skills on behalf of shared goals in a team setting.
7. The ability to maintain poise under pressure.
8. The clear ability to connect larger ideas with the practical realities of their accomplishment.
9. Dynamic networking and relationship cultivation and maintenance skills.

Additional desirable traits include:

1. Project-implementation experience, including a proven capacity to set goals and meet deadlines and schedules.
2. Exposure to international policy work and a broad understanding of how policy change is created.
3. Experience tracking policy developments in an international issue.
4. Experience working with government and/or international organizations, particularly in nuclear policy.
5. Foreign language skills.
6. International study/travel/living experience.
7. Facilitation skills.

The program associate works under the direction of the program officer responsible for nuclear policy programming and reports to the director of policy programming strategy. The position requires frequent travel. ***Applicants must be legally authorized to work in the United States***. The Stanley Foundation offers competitive salaries and a full benefits package.

**About the Stanley Foundation**  
The Stanley Foundation advances multilateral action to create fair, just, and lasting solutions to critical issues of peace and security. Our work is built on a belief that greater international cooperation will improve global governance and enhance global citizenship. We value our Midwestern roots and family heritage as well as our role as a nonpartisan, private operating foundation. We do not make grants but rather carry out our own programming.

Foundation policy programming relies heavily on policy dialogues involving US and foreign government officials, influential scholars, journalists, and nongovernmental experts. It also includes policy analysis and a wide variety of communication and advocacy activities to develop and build support for specific policy initiatives. Much of our programming activity is done collaboratively. More about the foundation and our work can be found at [www.stanleyfoundation.org](http://www.stanleyfoundation.org/).

**Location**  
This position is located at the foundation headquarters in [Muscatine, Iowa](http://www.visitmuscatine.com/). Iowa’s quality of life is ranked No. 1 in the nation by US News & World Report. Muscatine is a community of 23,000 people on the Mississippi River. The area offers affordable housing and a variety of recreational opportunities. Iowa City, Iowa (population 70,000)—home of the University of Iowa and the nationally recognized University of Iowa Hospitals and Clinics—is a 45-minute drive from Muscatine. The Quad Cities area—comprising Davenport and Bettendorf, Iowa, and Moline and Rock Island, Illinois, with a combined population of over 350,000—is just a 40-to-50-minute

drive from Muscatine. While on-site work in Muscatine is mandatory, the Stanley Foundation has options for some remote work and flexible work hours.

**How to apply:** Please send a letter of interest, résumé, references, and a writing sample that clearly and concisely describes a challenge in technology policy, nuclear policy, and/or international security policy to:

Debra Hughes  
Human Resources Generalist  
The Stanley Foundation  
209 Iowa Avenue  
Muscatine, IA 52761  
Phone: 563-264-6888  
E-mail: [position@stanleyfoundation.org](mailto:position@stanleyfoundation.org?subject=Policy%20Program%20Associate%2C%20Nuclear%20Policy%20Position)

***Deadline for application: This position will remain open until filled. Find More information*** [*here*](https://www.stanleyfoundation.org/pgmassoc_ns.cfm)***.***

## Project Coordinator(s), Strategic Capacity Group, Global

**Posted:** May 24

**Post 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:*

1. Willing to travel to internationally as required;
2. Fluency in English and French;
3. Master’s Degree in Security Studies or a related discipline with knowledge of Security Sector Reform processes and best practices;
4. 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;
5. 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;
6. Knowledge of and experience working in West and Central Africa (Burkina Faso, Central African Republic, Mali, Mauritania, Niger, Nigeria, and/or Senegal); and
7. 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 a resume, cover letter, and three references to jobs@strategiccapacity.org. Compensation ($40,000-60,000) commensurate with experience. Find more information [here](https://www.glassdoor.com/job-listing/program-coordinator-strategic-capacity-group-JV_IC1158535_KO0,19_KE20,44.htm?jl=2801691474).

## Director of Middle East Programs, Center for the National Interest, Washington, DC

**Posted:** May 20

**Position description:**

The Center for the National Interest seeks an accomplished, energetic and articulate Director of Middle East Programs to conduct projects on U.S. policy in the wider Middle East region. The Director will play a key part in shaping this program and will be expected to build a highly visible role in Washington’s policy community. This will be a rare opportunity to contribute to defining institutional objectives and priorities in approaching a region of considerable importance to U.S. national interests.

Key responsibilities will include:

1. Directing a study group on U.S. policy in the Persian Gulf region;
2. Organizing a new track two dialogue program;
3. Mentoring a visiting fellow from the Middle East;
4. Working with the management to define additional program priorities and leading the Center’s efforts in pursuit of agreed goals;
5. Conceptualizing, writing and submitting proposals to foundations and other organizations, in consultation with the management, to expand the Center’s projects on the Middle East;
6. Planning and organizing a monthly series of meetings focused on topical issues in the Middle East;
7. Writing policy-oriented articles and reports, including for the Center’s magazine The National Interest and www.nationalinterest.org, commenting in national media, and speaking regularly at the Center and other organizations;
8. Supervising a part-time program assistant and one or more interns, as needed.
9. The successful candidate will be a self-starter with expertise on one or more major issues (e.g., energy, terrorism, non-proliferation) or countries (e.g., Egypt, Iran, Israel, Saudi Arabia), a broad understanding of regional developments, and strong written and oral communication skills. Familiarity with the policy process and an established network in Washington will also be important.

A Ph.D. or equivalent experience as a foreign policy or national security practitioner is required; regional language proficiency (e.g., Arabic, Farsi) is highly desirable. Salary and benefits are competitive.

**How to apply:** please send a cover letter, curriculum vitae, professional biography, the names of three references, and one or two policy-oriented writing samples to Paul Saunders, Executive Director, Center for the National Interest at [info@cftni.org](mailto:info@cftni.org). Find more information [here](https://cftni.org/careers/director-middle-east-programs/).

## 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:**

1. The ability to quickly develop a strong knowledge base of EIU consulting solutions and capabilities, public policy topics, global business trends and economic principles
2. An understanding of business trends, global affairs and economic principles
3. that you are a strategic thinker, persistent hunter and over achiever
4. the ability to communicate effectively and work efficiently with a diversity of internal technical teams to achieve results.
5. 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/job)

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

**Posted:** May 16

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

**Posted:** May 15

**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=).

## Senior Program Associate, Design, Monitoring and Evaluation, The Carter Center, Atlanta, Georgia

**Deadline:** Rolling basis

**Position description:**

The Carter Center is a 501(c)(3), not-for-profit, nongovernmental organization founded in 1982 in Atlanta, GA, by former U.S. President Jimmy Carter and his wife, Rosalynn, in partnership with Emory University. The Center has helped to improve millions of lives in more than 80 countries by waging peace, fighting disease, and building hope. The Carter Center is guided by a fundamental commitment to human rights and the alleviation of human suffering. It seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health.

The Carter Center collaborates with other organizations, public or private, in carrying out its mission around the world. Current information about the Center’s many programs and activities are available at [The Carter Center](http://www.cartercenter.org/).

The Senior Program Associate, Design, Monitoring and Evaluation will act as an internal consultant to The Carter Center’s Health and Peace Programs on design, monitoring, and evaluation (DM&E) standards and practices. The position will provide guidance to programs in developing and implementing monitoring and evaluation plans that demonstrate contribution to impact. This position is responsible for ensuring plans meet organizational and field standards as well as donor requirements, and drives projects that support DM&E including development of materials, delivery of training, facilitation of planning processes, and operational research. Is a member and supports the DM&E Coaching Team coordinating activities in consultation with the DM&E Advisor. Works across programs and support units to facilitate learning, identify good practices, and advance efficiency and impact. Responsible for DM&E intranet presence and resources. Coordinates meetings, supervises interns, and performs other responsibilities as assigned. Reports to the DM&E Advisor. May travel (domestic and international) as required and may represent the unit in public. This position is Atlanta-based.

**Qualifications:**

* Master’s degree in DM&E, international development, nonprofit administration, public policy, or related fields.
* Eight years of experience in designing, monitoring, and evaluating international programs with an emphasis on programs that expect behavioral or norms change.
* Detail oriented, well organized, and able to work under pressure and tight deadlines when necessary.
* Demonstrated experience developing and implementing monitoring and evaluation plans.
* Demonstrated ability to collect and interpret qualitative and quantitative data, develop and implement data collection systems and other strategies, analyze results using statistical techniques, and conduct mixed-method evaluations.
* Strong writing and communication skills.
* Competence with computer applications required; prefer intermediate competency with most Office 365 applications, online webcasting platforms, and intranet management tools.
* A high level of personal energy, positive attitude, and ability to work in a team setting are essential.
* Fluency in French, a plus.

**Formal Job Description:**

* Designs, implements, coordinates operational facets of a specific program and its related activities.
* Manages work plans that are designed to accomplish program goals and objectives, and implements changes for improvement and efficiency.
* Makes decisions on behalf of the program based on critical analyses of operational/statistical reports, financial data and budget forecasts, and outside trends and factors related to the program.
* May plan, administer or monitor the program’s budget, financial management, and/or grants.
* Takes a leadership role on program-related committees and teams.
* May develop fund raising initiatives, including researching and identifying funding sources and writing and submitting grant proposals.
* Conducts program research and ensures that mandatory operational and statistical reports are fact-based and comply with regulations.
* Serves as liaison with other groups and organizations participating in the program or seeking knowledge of the program, and may write and give speeches/presentations at conferences, university functions, or before various boards.
* May supervise staff.
* Ensures that complete and accurate program records are kept and maintained.
* Performs related responsibilities as required.

**Minimum Qualifications:**

* Bachelor’s degree in a field related to specified program areas and four years related program management experience, or equivalent combination of experience, education, and training.

**Additional Details:**

* Min. Annual Rate: USD $48,700.00/Year
* Mid. Annual Rate: USD $65,100.00/Year

**How to apply:** Click [here](https://staff-emory.icims.com/jobs/21044/the-carter-center%3a-senior-program-associate%2c-design%2c-monitoring-and-evaluation/login).

## Program Associate for Technology Management, Women’s Learning Partnership for Rights, Development, and Peace (WLP), Bethesda, Maryland

**Deadline:** Rolling basis (open until filled)

**Women's Learning Partnership** (WLP) is a partnership of 20 autonomous organizations based in the Global South that trains and supports grassroots women and women’s organizations to take on greater leadership roles at the local, national, and international levels. WLP creates culturally-specific curricula and trainings on leadership, human rights, and democratic participation. The partnership also conducts research-based advocacy campaigns to reform laws and practices that impede women’s full participation in their communities and societies. WLP’s programs and training materials, published in twenty languages, have reached thousands of women in over 50 countries, empowering them to advocate for their rights, and strengthening organizations to advance women’s movements across the globe.

**Position description:**

The Program Associate position is based at the WLP International office in Bethesda, Maryland. The position will support two key areas of WLP’s work: (1) as a partner liaison, providing communications, program coordination, and evaluation support to WLP partner organizations, and (2) supporting the development and maintenance of technology to support WLP programs and managing WLP’s digital assets.

**We are looking for a creative team-player and self-starter, with excellent English writing skills, a strong background in using technology to achieve organizational goals, and commitment to advancing women’s rights and gender equality.**

**Responsibilities Include:**

Partner Programs Liaison

* Liaise with select WLP partner organizations and assist with coordinating the implementation and evaluation of WLP trainings, curriculum development, advocacy, and capacity building programs. Work closely with WLP team members to coordinate activities across program areas.
* Monitor relevant developments in the country/regional context and in relation to the partner. Work closely and maintain positive relationships with global partners.
* Support partner organizations in program planning, monitoring and evaluation.
* Write reports based on program results from the field and assist with writing grant proposals.
* In cooperation with Executive Director (ED) and Finance Manager, provide programmatic information needed to prepare operational budgets.

Technology Management:

* Assess, strategize, and implement processes, tools, and/or technology capabilities to support information gathering and knowledge-sharing across the organization.
* Help enforce IT guidelines and standards through ongoing education.
* Orient new staff to IT systems and policies.
* Liaise with technology vendors and provide research and testing of technical processes/products as needed.
* Maintain documentation of WLP’s technology assets.
* Liaise with the WLP knowledge management consultant and support the ongoing creation and maintenance of WLP’s multimedia digital library of video, audio, documents, and training materials pertaining to organizational programs and the broader global women’s movement.
* Oversee cataloguing of multimedia files. Ensure item metadata adheres to standards and practices outlined in WLP’s metadata strategy, website guidelines, and controlled vocabulary lists. Update metadata strategy documentation periodically to reflect ongoing evolution and expansion of the project.

**Qualifications:**

* Interest in and commitment to women’s empowerment.
* Graduate degree in a related field (English Literature, International Relations, Women’s Studies, etc.)
* Minimum 3 years relevant professional experience, preferably with at least 2 years in the non-profit sector.
* Full native English fluency and excellent writing and editing skills.
* Experience with program coordination, monitoring, and evaluation.
* Ability to work in a small team environment and communicate professionally with individuals from diverse backgrounds.
* Excellent organizational skills and attention to detail.
* Proficiency with standard professional software for word processing, database management, multimedia editing, etc.
* Strong familiarity with WordPress, Drupal 8, or other CMS.
* Aptitude for and interest in learning new technologies.

**Preferred Skills:**

* Working proficiency in French or Arabic desirable.
* Familiarity with the politics, history, and cultures in Africa, Asia, or the Middle East.
* Experience living, working, or volunteering internationally.

Applicant must have permission to work in the US, if not a US citizen or permanent resident. WLP is unable to sponsor work permits. Applicant must not now nor in the future require employer sponsorship for employment authorization (i.e. H-1B).

**Please submit your cover letter, resume, writing sample, and a list of three references to:**[**jobs@learningpartnership.org**](mailto:jobs@learningpartnership.org)**with the subject line “Program Associate: Technology Management.”**

No calls please.

# Employment Opportunities (International)

## Researchers and Peer Reviewers for the Government Defense Anti-Corruption Index for Middle East and North Africa, Transparency International Defence & Security, Variable

**Deadline:** June 1

**Position description:**

Job Start Date: 5 June 2018; duration 12 weeks

Website:    <https://ti-defence.org/work-for-us/#mena>

## Researchers and Peer Reviewers: Government Defence Anti-Corruption Index (Middle East and North Africa)

**TI Defence & Security is looking for:**

**Researchers** to conduct 2018 country assessments of Algeria, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Tunisia, UAE; and

**Peer reviewers** of these assessments.

The core of the index methodology consists of a lead country assessor scoring and providing detailed answers to 76 questions spanning a range of corruption risks relevant to the defence and security sector. The research requires the assessors to engage with primary sources. The assessor will also be required to write a short summary ofthe main findings based on the filled-in questionnaire as well as a summary of relevant political and social context.

The country assessment requires a commitment of around 12 weeks to complete the research. The peer review process requires a commitment of around 4 weeks. Remuneration to be agreed on appointment, dependent upon experience.  
**Profile:**

* A degree in political science, international relations, peace and security studies, or substantive relevant professional experience.
* Subject knowledge of the political system, actors and defence and security sectors of the country in question.
* Not affiliated to any government institutions for at least the last 3 years.
* Fluency in Arabic is essential.
* Excellent command of written English, unless otherwise discussed.

**Duration:** 12 weeks

**How to apply:** Applications will be reviewed on a rolling basis, so please apply as soon as possible. To apply, please send your CV, a cover letter, a writing sample, and a response to a question of your choice from [the GI](http://government.defenceindex.org/view-report-dataset/) (please find the questions for the GI 2015 online, [here](http://government.defenceindex.org/downloads/docs/151203%20GI%202015%20QMA_final.pdf)) to [GI@transparency.org](mailto:GI@transparency.org).

Please state in the subject line of the email “**[INSERT COUNTRY NAME]: Government Defence Anti-Corruption Index**”.

Within the email please indicate the country assessment and role you are applying for. Find more information [here](https://ti-defence.org/work-for-us/#mena).

## Project Officer – Global Advocacy, Transparency International Defence & Security, London, UK

**Deadline:** June 17

**Position description:**

* **Salary £26,000-30,000 p.a.**
* **Grade 2**
* **Permanent, full time (35 hours per week)**
* **25 days holiday (in addition to public holidays)**

The failure of many countries to provide security and justice for their people, or to forge stable and predictable relationships with their neighbours, is a root cause of some of the world’s most significant security challenges. TI Defence & Security is working towards a world in which governments, the armed forces, and arms transfers are transparent, accountable, and free from corruption. We seek reforms toward open governments served by transparent defence institutions that are accountable to ordinary people and whose primary purpose is the protection of all citizens.

The Responsible Defence Governance team works towards establishing global standards in defence and security – particularly among major, influential and emerging powers and in cooperation with civil society partners across the globe. It aims to realise wide acceptance of these standards, which should lead to a measurable reduction in corruption risk in defence and security. The team’s work is underpinned by the Government Defence Anti-Corruption Index (GI) which assesses the existence, effectiveness and enforcement of institutional and informal controls to manage the risk of corruption in defence and security institutions. Further details of the index can be found at [http://government.defenceindex.org](http://government.defenceindex.org/)

Our team is open and collaborative, and we offer excellent team spirit and an environment in which everybody contributes. Further details of our work can be found at <http://ti-defence.org/>.

**Role Profile:**

The Project Officer – Global Advocacy works with the Programme Manager and the GI team to support advocacy on the Government Defence Anti-Corruption Index. S/he will be coordinating capacity-building of civil society organisations on the GI as well as being involved in national and regional advocacy planning.

This project requires extensive liaison with TI national chapters and other civil society organisations, as well as within TI-DS. The Project Officer – Global Advocacy will be working with our partners across the globe to translate research findings from the GI into national and regional advocacy priorities. S/he will furthermore organise and contribute to national and regional capacity-building activities for our partner organisations, and support civil society partners in accessing TI-DS funding.

This is an exciting opportunity for someone early in their career to gain experience of advocacy with a global NGO. A typical day might see you organising the content and logistics for a workshop, working with the GI research team on materials, messaging and reform recommendations for a country or region, or developing national advocacy plans with your Programme Manager, other colleagues across the team and TI national chapters.

You will work as part of a dedicated international programme that is committed to fighting corruption within the defence and security sector. You will blend an international perspective, an ability to deal with complex problems and solid project implementation ability. We are looking for someone who is motivated, organised, a structured thinker and good communicator.

**Key Duties:**

* Plan, coordinate the logistics and contribute to the implementation of capacity-building activities for civil society organisations using the GI, especially regional workshops for TI national chapters on GI methodology and advocacy;
* Identify and jointly develop national advocacy priorities with TI chapters and other civil society partners, using the GI and in close collaboration with the respective TI-DS country lead;
* Support TI chapters and other civil society partners in accessing TI-DS donor funding, in collaboration with the Operations team;
* Liaising closely with the GI team and TI-DS country advocacy leads, ensure that TI chapters have timely materials, messaging and reform recommendations in order to carry out advocacy activities;
* Track GI advocacy activities by chapters and TI DS, and their impact, and feed into monitoring and evaluation processes.

**Experience and Knowledge:**

***Essential*:**

* Educated to degree level in a relevant field of the social sciences, such as security studies, international relations, political science, or governance;
* Some experience in a professional environment in advocacy, policy or similar fields (including relevant internships);
* Demonstrated ability to successfully undertake and complete projects;
* Excellent writing, editing and communications skills, particularly in ensuring research is accessible to diverse audiences;
* Attention to detail and a desire to deliver high quality outputs;
* Demonstrated self-starter with a track record of taking the initiative;
* Excellent social and relationship building skills;
* Excellent team working skills and a record of making a positive contribution to collective outcomes;

***Desirable (But not essential):***

* Knowledge of the defence and security sector;
* An understanding of (anti-)corruption, governance or related subject areas;
* Fluency in an additional language, especially Spanish, is highly desirable.

***Person Specification:***

* A ‘self-starter’, able to quickly assimilate new information and to manage their own workload and tasks;
* Capable of demonstrating creativity in applying solutions;
* An organised individual, able to effectively contribute to project management;
* A commitment to Transparency International’s core values: Transparency, Accountability, Integrity, Solidarity, Courage, Justice and Democracy;
* No restrictions on right to work in the UK and willingness to undertake travel.

**How to apply:** Applications should be sent by e-mail to[jobs@transparency.org.uk](mailto:jobs@transparency.org.uk)**.** Please include your **full name and the role you are applying** for in the subject line. The deadline for applications is midnight on **Sunday 17th June 2018**. Applicants should send the following three items, **in one PDF file**: A covering letter explaining how you meet the requirements for the role and why you are applying (1 page max); CV with details of relevant experience (2 pages max); The completed task (below). Please note that there may be an additional task on the day of the interview for short-listed candidates.

**Task:**

TI-DS uses the GI to work towards defence sector reform across the world. We work with governments, civil society, multilateral organisations, and defence companies to achieve this goal. In every country, the approach is different, due to the political situation, role of the military, and openness to civil society amongst other factors.

In no more than 400 words, draft a note for the Programme Manager on why our approaches in Ghana and South Korea might be different.

Interviews for short-listed candidates will commence in the week of 24 June 2018. Please note that due to the very high volume of applications we receive, we greatly regret that we are unable to send personalised acknowledgements or give feedback on applications. Short-listed applicants will be notified by 24th June 2018. If you have not been notified by this date, you should assume that we do not wish to proceed further with your application. Please refrain from telephoning. Transparency International UK is an equal opportunity employer.

[Project Officer – Global Advocacy Full Job Description (PDF)](http://ti-defence.org/wp-content/uploads/2018/05/180522-PO-Global-Advocacy_JD_FINAL.pdf)

## Caucasus Programme Assistant, Conciliation Resources, North London

**Deadline:** June 20

**Position description:**

* Duration: Initial 12 month contract
* Location: North London
* Salary: £28,910.69
* 25 days annual leave + 3 Christmas office closure days + UK public holidays

We are seeking an organized, conscientious and diligent Programme Assistant to provide financial, administrative and logistical support to the Caucasus team necessary for the implementation of the programme.

The postholder will be responsible for the team’s financial administration, logistical support and event management, supporting information management and communications. This is an integral role in order to support the team in carrying out its work. It requires that the postholder be able to work independently, taking initiative and being attentive to the team’s broader goals and how this role contributes to them.

Candidates should demonstrate the following:

* Demonstrate knowledge and use of administrative, financial and information management systems.
* Knowledge of standard Microsoft Office packages (advanced Word and Excel essential), databases, email and internet, preferably in a Macintosh environment.
* Knowledge of and interest in the post-Soviet space, preferably South Caucasus.
* Excellent written and spoken English and sufficient working knowledge of Russian to read and communicate with partners.
* Experience of working with spreadsheets and processing invoices and payments, and delivering logistical and administrative support.
* Experience of event management (highly desirable).
* Experience of handling diverse sources of information and maintaining accessible filing systems.
* Experience of working with partner organizations in a non-profit and/or multi-cultural environment (desirable).

**How to apply**:Find job description [here](http://www.c-r.org/downloads/CAU_ProgrammeAssistant_JD2018.pdf), and more information [here](http://www.c-r.org/jobs).

## Project Officer (Counter-Trafficking), International Organization for Migration, Cairo, Egypt

**Deadline:** 20 June 2018

**Post description:**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged.

For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates

2. Qualified applicants from the following NMS countries: Antigua and Barbuda, Bahamas, Congo, Cabo Verde, Czech Republic, Djibouti, Fiji, Micronesia (Federated States of), Gabon, Guyana, Iceland, Comoros, Lesotho, Libya, Montenegro, Marshall Islands, Mauritania, Malawi, Namibia, Nauru, Papua New Guinea, Paraguay, Seychelles, Slovenia, Suriname, El Salvador, Swaziland, Timor-Leste, Holy See, Saint Vincent and the Grenadines, Vanuatu, Samoa

In Egypt, IOM has been working on counter trafficking activities for years already. While partnering with various stakeholders and actors to prevent human trafficking and enhance the capacities to identify the cases and prosecute the offenders, IOM has also conducted activities to strengthen the mechanisms of protection for trafficking victims and to provide direct assistance to them.

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Programme Manager (Migrant Protection and Assistance Unit), the successful candidate will assist with the counter human trafficking portfolio and be responsible for the coordination, implementation and monitoring of counter trafficking projects of IOM Egypt.

**Responsibilities:**

* Assist with planning, preparing and adjusting all aspects of the counter trafficking portfolio including project work plans, Monitoring and Evaluation (M&E) tools, and arrangements required for the effective implementation of programmatic activities in coordination with the Programme Manager (Migrant Protection and Assistance Unit).
* Maintain updates on trends and policy developments, international standards and best practices relating to counter human trafficking; support the Head of MPA Unit in keeping abreast on partner and donor priorities to be used for the development of a well-defined MPA policy, strategy and programme on counter human trafficking as well as fundraising.
* Contribute to the development and drafting of new concept notes, projects and reports, including through conducting thematic research, selecting and summarizing background information, assessing the local context for the planning and administration of projects.
* Assist the Head of MPA Unit in building, coordinating and maintaining partnerships with project/programme partners and other relevant stakeholders, such as Government entities, civil society organizations, UN agencies, diplomatic missions, as well as in presenting and promoting MPA activities on counter trafficking, in meetings, workshops and other public events.
* Support in overseeing and coordinating the implementation of all CT projects in particular provide support and coordination for the timely implementation of the activities under the projects “Strengthening Governmental Efforts to Combat Human Trafficking through Increased Prosecution and Enhanced Victim Protection in Egypt” and “Strengthening Egyptian Governmental Efforts to Combat Trafficking in Persons”.
* Follow up on logistical and administrative arrangements of the projects, cooperate with national and international authorities, provide information and assist with arrangements required for the recruitment of project staff.
* Supervise support staff assigned to the projects and coordinate the work of consultants recruited to support and/or undertake specific activities.
* Compile interim and/or final project narrative reports to donors in accordance with IOM procedures and donor requirements in coordination with the Head of MPA and the other relevant bodies (e.g. Project Coordination Unit within the office, Project Information Unit and Regional Offices); prepare and collate general and specific information on program activities as requested by donors/external parties, IOM Missions and HQs.
* Perform such other duties as may be assigned.

**Required Qualifications and Experience:**

Education:

* Master’s degree in Development, Political or Social Sciences, Law or a related field from an accredited academic institution with two years of relevant professional experience; or
* University degree in the above fields with four years of relevant professional experience.

Experience:

* Advance knowledge of human rights, migration management and referral mechanisms of countering human trafficking (prevention, protection and prosecution);
* Project management experience and knowledge of financial and administrative management and effective resources management and mobilization skills;
* Experience in liaising with governmental and non-governmental institutions, and other sectorial actors, such as International Organizations, donors, etc.;
* Highly developed writing and verbal communication skills

Languages:

* Fluency in English is required. Working knowledge of Arabic and/or French is an advantage.

**Desirable Competencies:**

Behavioral:

* Accountability – takes responsibility for action and manages constructive criticisms;
* Client Orientation – works effectively well with client and stakeholders;
* Continuous Learning – promotes continuous learning for self and others;
* Communication – listens and communicates clearly, adapting delivery to the audience;
* Creativity and Initiative – actively seeks new ways of improving programmes or services;
* Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
* Performance Management – identify ways and implement actions to improve performance of self and others;
* Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
* Professionalism - displays mastery of subject matter;
* Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
* Technological Awareness - displays awareness of relevant technological solutions;
* Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other:

* Internationally recruited professional staff are required to be mobile.
* Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
* The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station’s country cannot be considered eligible.
* Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

**How to apply:** Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 20 June 2018 at the latest, referring to this advertisement.

For further information, please refer to: <http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

## Programme Officer (Counter-Trafficking), International Organization for Migration, Kigali, Rwanda

**Deadline:** 21 June 2018

**Post description:**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged.

For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates

2. Qualified applicants from the following NMS countries: Antigua and Barbuda, Bahamas, Congo, Cabo Verde, Czech Republic, Djibouti, Fiji, Micronesia (Federated States of), Gabon, Guyana, Iceland, Comoros, Lesotho, Libya, Montenegro, Marshall Islands, Mauritania, Malawi, Namibia, Nauru, Papua New Guinea, Paraguay, Seychelles, Slovenia, Suriname, El Salvador, Swaziland, Timor-Leste, Holy See, Saint Vincent and the Grenadines, Vanuatu, Samoa

Under the direct supervision of the Chief of Mission and in coordination with the Regional Thematic Specialist (Migrant Assistance) at RO Nairobi the successful candidate will be responsible and accountable for the implementation, oversight and effective coordination of IOM’s Counter-Trafficking (CT) activities in Rwanda and will serve as IOM's principal interlocutor with relevant stakeholders.

**Responsibilities:**

* Manage the overall implementation of Counter-trafficking projects in a timely manner, being responsible for the financial, administrative and technical oversight of the projects, in line with IOM's policies, practices and global standards on counter-trafficking (particularly focusing on the victim centered response) as well as donor’s requirements, guidelines and grant agreement regarding the issue of trafficking in persons.
* Manage and oversee all CT activities in Rwanda including, Resource Management, implementation, reporting and evaluation of the assigned project. Liaise with the relevant units in IOM Rwanda with regard to programme, finance and administrative activities.
* Establish and maintain strong partnerships and liaison with Government entities and donors as well as with implementing partners, United Nations (UN) agencies and other stakeholders.
* Promote dialogue, information-sharing and cooperation among Government and non-governmental actors on IOM's priority areas for cooperation.
* Coordinate all project activities and participate actively in training development and delivery. Coordinate closely with the donor mission’s in Rwanda, IOM Washington, IOM Regional Office and other Missions as necessary during the project life-cycle.
* In close collaboration with the Monitoring and Evaluation (M&E) and Reporting Officer, provide regular updates on the implementation of the project and responsible for the elaboration of interim and final project narrative reports to be submitted to the Donor.
* In close collaboration with the M&E and Reporting Officer, respond to any queries from IOM or donors regarding proposals, project implementation, reporting and local counter-trafficking context and manage remote and on-site monitoring by donor during project period.
* Develop supplementary projects in areas that complement the current CT and related activities.
* Collect and report critical information related to counter-trafficking activities/stakeholders or existing plans in Rwanda.
* Supervise project staff as well as consultants recruited to support and/or undertake specific activities.
* Perform such other duties as may be assigned.

**Required Qualifications and Experience:**

Education:

* Master’s degree in Political or Social Sciences, Law, International Relations or a related field from an accredited academic institution with five years of relevant professional experience; or
* University degree in the above fields with seven years of relevant professional experience.

Experience:

* Experience with a Government, UN agency, or a regional or international organization in the domain of humanitarian response especially human trafficking;
* Demonstrated experience in development, implementation, analysis and evaluation of humanitarian, development, and counter trafficking management programmes;
* Demonstrated experience in programme management including budget planning and monitoring and evaluation;
* Previous experience as a team leader;
* Experience with staff management.

Languages:

* Fluency in English is required. Working knowledge of French is an advantage.

**Desirable Competencies:**

Behavioral:

* Accountability – takes responsibility for action and manages constructive criticisms;
* Client Orientation – works effectively well with client and stakeholders;
* Continuous Learning – promotes continuous learning for self and others;
* Communication – listens and communicates clearly, adapting delivery to the audience;
* Creativity and Initiative – actively seeks new ways of improving programmes or services;
* Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
* Performance Management – identify ways and implement actions to improve performance of self and others;
* Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
* Professionalism - displays mastery of subject matter;
* Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
* Technological Awareness - displays awareness of relevant technological solutions;
* Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other:

* Internationally recruited professional staff are required to be mobile.
* Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
* The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station’s country cannot be considered eligible.
* Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

**How to apply:** Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 20 June 2018 at the latest, referring to this advertisement.

For further information, please refer to: <http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

## Chair of trustees, Conciliation Resources, London, UK

**Deadline:** June 22

**Position Description:**

* Remuneration: The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.
* Location: Tufnell Park, London
* Time commitment: 16-18 days per year
* Responsible to: Board of Trustees
* Responsible for: Line management of the Executive Director

We are currently seeking an outstanding individual to lead our Board of Trustees through our next phase of development. The current Chair, Rt Revd Peter Price, having come to the role from the House of Lords and a career in peacebuilding, is stepping down after five years in the role. This period has seen the organisation grow and develop the quality of its work. This is an exciting opportunity to lead the board of an ambitious and innovative UK charity with a global reach, working to provide practical support to help people affected by violent conflict.

The Chair will provide leadership and direction to the Board of Trustees, enabling them to fulfil their responsibilities for the overall governance and strategic development of the charity. Working with Trustees and external contacts to further Conciliation Resources’ success according to the articles, legal and regulatory guidelines and the Organisation’s Vision, Mission and Values. Working in partnership with the Executive Director to ensure that Trustees’ decisions are acted upon and the Charity is managed in an effective manner.

* Our new Chair will be a resilient, self-confident and self-aware individual. The Board seeks to maintain a balance of key skills, experience and knowledge in the following areas:
* Experience of being part of an effective board (governance)
* Experience representing an organisation to supporters and the general public
* Experience building and maintaining high level political and organisational networks in the UK
* An ability to both promote and embody the values of the organization
* Financial analysis and senior management experience
* Access to / knowledge of potential donor- supporters
* Knowledge and experience of human rights and/or humanitarian / international law
* An academic background relevant to our work and/or appropriate regional experience
* Background in / knowledge of diplomacy
* Communications, media, marketing and/or public relations
* Ability to support, challenge, act as professional mentor to the Executive Director

Upon receipt of your application you will be sent a link inviting you to respond to our diversity monitoring survey which is anonymous and forms no part of the selection process. Please see the appointment brief for full details on how to apply for this post.

**How to apply:** Find more information [here](http://www.c-r.org/jobs).

## Medical Officer, World Health Organization, Geneva, Switzerland

**Deadline:** 28 June 2018

**Post description:**

The Department for the Management of Noncommunicable Diseases, Disability, Violence and Injury Prevention (NVI) advances global health through the prevention of violence, injury, vision and hearing loss; the management of NCDs; and the improvement of the quality of life for people with disability. The Noncommunicable Diseases Management Unit's main mission is to provide leadership and technical guidance for development, implementation, and evaluation of policies, plans and programmes for management of Noncommunicable Diseases (NCDs), in collaboration with Member States and internal and external partners. The objective of the programme is to support delivery of the Global Action Plan for the Prevention and Control of NCDs including the strengthening of cardiovascular diseases, diabetes and respiratory disease management as a component of integrated treatment through the life course.

**Description of Duties:**

* To develop/adapt evidence-based strategies, guidelines and toolkits to assist Member States in the planning, implementation and evaluation of clinical services for the screening, detection and management of cardiovascular diseases, diabetes and chronic respiratory diseases using an integrated and public health approach.
* To guide and provide technical support to clinical management of cardiovascular diseases, diabetes and chronic respiratory diseases in health services in countries.
* To support and collaborate with WHO Regional and Country Offices.
* To provide technical advice to countries on cardiovascular diseases, diabetes and chronic respiratory disease management- in close collaboration with WHO Regional and Country Offices.
* To develop/support capacity building efforts on the management of cardiovascular diseases, diabetes and chronic respiratory diseases in the context of larger NCD capacity building efforts.
* To promote and expand the Global Alliance against Respiratory Diseases.
* To ensure integration of all activities in the broader NCD agenda.
* To conduct other activities as requested.

**Required Qualifications:**

Education:

* **Essential**: Medical degree from a recognized medical university with a post graduate degree in internal medicine (board certified in internal medicine or university degree such as MD in internal medicine).
* **Desirable**: Public health training or training in epidemiology of chronic diseases.

Experience:

* **Essential**: At least 7 years' clinical experience in the management of cardiovascular diseases, diabetes and chronic respiratory diseases in health services. At least 3 years of relevant experience at the international level.
* **Desirable:  Experience in low and lower middle income countries. Experience in guiding cardiovascular, diabetes or chronic respiratory disease management programmes in health systems in countries.**

Skills:

* Excellent analytical and organizational skills. Able to coordinate, plan and implement projects and activities with minimum supervision but work equally well as part of a team.

WHO Competencies:

* Teamwork
* Respecting and promoting individual and cultural differences
* Communication
* Producing results
* Moving forward in a changing environment

Use of language skills:

* **Essential:** Expert knowledge of English.
* **Desirable:** Intermediate knowledge of French.

**Remuneration:**

WHO salaries for staff in the Professional category are calculated in US dollars. The remuneration for the above position comprises an annual base salary starting at USD 71,332 (subject to mandatory deductions for pension contributions and health insurance, as applicable), a variable post adjustment, which reflects the cost of living in a particular duty station, and currently amounts to USD 4458 per month for the duty station indicated above. Other benefits include 30 days of annual leave, allowances for dependent family members, home leave, and an education grant for dependent children.

**Additional Information:**

* This vacancy notice may be used to fill other similar positions at the same grade level
* Only candidates under serious consideration will be contacted.
* A written test may be used as a form of screening.
* In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
* Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
* For information on WHO's operations please visit: [http://www.who.int.](http://www.who.int./)
* WHO is committed to workforce diversity.
* WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
* WHO has a mobility policy which can be found at the following link: <http://www.who.int/employment/en/>. Candidates appointed to an international post with WHO are subject to mobility and may be assigned to any activity or duty station of the Organization throughout the world.
* Applications from women and from nationals of non and underrepresented Member States are particularly encouraged.

**How to apply:** Find more information [here](https://careers.who.int/careersection/iam/accessmanagement/login.jsf?lang=en&redirectionURI=https%3A%2F%2Fcareers.who.int%2Fcareersection%2Fapplication.jss%3Flang%3Den%26type%3D1%26csNo%3D2%26portal%3D101430233%26reqNo%3D52793%26isOnLogoutPage%3Dt).

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

**Posted:** May 15

**Position description:**

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

## Project Manager, ICF Mostra, Brussels, Belgium

**Posted:** May 2

**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 and apply [here](https://icfi.taleo.net/careersection/icf_prof_ext/jobdetail.ftl?job=1700003818&tz=GMT-04%3A00).

## Project Executive, Development Solutions, Brussels, Belgium

**Posted:** May 2

**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).

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](mailto: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.

## Head of Sustainable Finance Advocacy, Climate Action Network-International, Remote/Flexible Location

**Start Date:** June/July 2018

**Post description:**

The Climate Action Network (CAN) is a worldwide network of over 1300 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.

Shifting financial flows and aligning them with the long-term objectives of the Paris Agreement and the SDGs will be essential to unlock the full potential of climate action and bring it to scale. The CAN International Secretariat is therefore increasing its capacity to engage on both public and private finance by strengthening its team and widening the scope of existing activities as well as by launching new ones.

Hosted in the Programs Division, the Head of Sustainable Finance is part of the Senior Management Team of CAN International Secretariat and leads the Sustainable Finance Department. As such, he/she is expected to work closely with other heads of departments and directors, as well as perform his/her duties with a high degree of autonomy, initiative, and judgment. In addition, she/he will oversee all aspects of the CAN sustainable finance programs and campaigns including planning, coordinating, staffing, leading, monitoring and reporting. The Head of Sustainable Finance reports directly to the Program Director.

**Responsibilities:**

* Responsible for the review, refinement and implementation of CAN’s strategy on sustainable finance;
* Working closely with the Program Director and the rest of the Senior Management Team, ensure the effective and efficient program development and delivery;
* Contribute to raising the profile of sustainable finance issues within the climate community and with external audiences as well as promote buy-in, ownership and alignment of members on these issues;
* Creatively devise new tools and methods of coordination for the network;
* Coordinate the Sustainable Finance Action lab group, including coordination of calls, preparation of briefings and summaries as well as the logistics for organizing in person meetings;
* Work with Fund our Future Campaign to help strengthen NGO involvement on sustainable finance issues;
* Ensure CAN provides support and constructive inputs to key groups and partners involved in sustainable finance;
* Promote and provide capacity building on sustainable finance to members and CAN nodes as needed, for instance by organizing dedicated events and/or webinars;
* Represent CAN in a variety of coalitions, meetings and in various other fora, as well as liaise with other stakeholders to further CAN finance strategy;
* Tracking of key developments related to sustainable finance, both public and private finance;
* Co-coordinate and provide strategic inputs to the Big Shift campaign on Multi-lateral development banks aimed at stopping funding fossil fuels;
* Develop strategies and plans to shift public financial flows from fossil fuels to renewable energies;
* Encourage national level stakeholder engagement on sustainable finance (especially non-state actors), including coalition building and organization of national-level and international-level workshops;
* Engagement in relevant international fora, including the World Bank/IMF meetings and the organization of side-events;
* Ensure that the SFF Department operates within the approved budget;
* Coordinate communication efforts on campaigns and key moments with the Communication Department and relevant task forces;
* Adhere to all internal policies, procedures and practices of the organization;

#### **Requirements:**

* Knowledge of CAN and its work, strong adherence to its vision, mission and values;
* 10 years of relevant professional experience;
* At least Master level in finance, energy, environment or climate policy;
* Experience in coordinating large civil society networks is required;
* Strong experience in development economics, environmental and ecological economics, sustainable finance, fiscal policies and financial markets is required;
* Good knowledge of the clean energy sector (particularly on clean energy finance) is a plus;
* Strong leadership, analytical, research and writing skills required;
* Strong organizational and managerial skills required;
* Fluent written and spoken English; additional UN languages are considered an asset;
* Solution oriented mindset;
* Ability to work independently in a remote office environment;
* Ability to meet deadlines, adopt flexible hours and work under pressure;
* Strong interpersonal skills;
* Availability to travel often, sometimes on short notice;
* Personal computer and reliable internet access necessary.

**How to apply:** Find more information [here](http://can-network.org/hrm/symfony/web/index.php/recruitmentApply/applyVacancy/id/12) or send a cover letter and resume to [can-jobs@climatenetwork.org](mailto:can-jobs@climatenetwork.org) with subject: “Head of Sustainable Finance Advocacy.”

Applications that do not contain both a cover letter and resume will not be considered. Interviews will be scheduled on a rolling basis until the position is filled. Please, no telephone inquiries. Based on the expected large interest in this position and limited capacity, only candidates chosen for interviews will be contacted.

# Fellowships, Grants, Internships, and Academic Opportunities

## Research Assistant (Intern), Foundation for Law and International Affairs (FLIA), Washington, DC (Remote)

**Posted:** May 29

**Position description:**

**Essential Duties and Responsibilities**

1. Join research projects on a specific topic; conduct research on the chosen topic and draft high-quality research papers
2. Participate in programs relevant to the chosen topic
3. Follow hot topics and prepare timely reports/articles (in Chinese and/or English)
4. Identify important sub-topics in the field; summarize key academic work and practical information in the field;
5. Translate based on the needs of the project or the supervisor;
6. Participate in other work depending on availability.

#### Qualifications

1. Completion of bachelor’s degree or current enrollment in master’s program required, master’s degree preferred (extraordinary senior students may be considered);
2. Knowledge of at least one topic at the intersection of law and international affairs;
3. Working proficiency in English required;
4. Strong research, writing and interpersonal skills;
5. Ability to handle deadlines for multiple assignments;
6. Ability to work with minimal supervision;
7. Strong attention to detail;
8. Bilingual in Mandarin or other languages is a plus.

FLIA internships are part-time, voluntary positions. The internship program requires a minimum commitment of three months. The average time commitment will be 20 hours per week.

**How to apply:** Find more information [here](https://flia.org/get-involved/join-us/).

## Research Intern, Economics and Trade, U.S. – China Economic and Security Review Commission, Washington, D.C.

**Deadline:** July 8

**Position description:**

The U.S.-China Economic and Security Review Commission (the Commission) was created by the United States Congress in October 2000 with the legislative mandate to monitor, investigate, and submit to Congress an annual report on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China, and to provide recommendations, where appropriate, to Congress for legislative and administrative action.  
  
In accordance with its mandate, the Commission focuses its work and study on the following eleven areas: proliferation practices, economic transfers, energy and natural resources, foreign investment, military and security affairs, cyber activities, economic conditions, foreign affairs, compliance and enforcement, freedom of information, and product safety.  
  
You can review the Commission's mandate in detail at <http://www.uscc.gov/about/uscc-charter>.  
  
**TYPE OF APPOINTMENT:** Administratively Determined, Term-Appointed Position (Employees of the USCC are appointed to administratively determined positions in the "excepted service," and are not covered under the provisions of 5 United States Code that are applicable to Executive Branch employees regarding appointment, termination, competition, and pay rules and regulations.)

**Responsibilities:**

* Respond to direction from and coordinating with the Director for Economics and Trade, or other senior Commission staff as directed by the Executive Director. The work requires the ability to:
* Research, monitor, analyze, and write about developments relevant to the Economics and Trade team's portfolio including, but not limited to: U.S.-China bilateral trade and investment flows; China's adherence to U.S.-China bilateral commitments, its obligations as a member of the World Trade Organization, and other multilateral agreements; the overall state of China's domestic economy, including economic rebalancing; and China's evolving policy landscape, including market access for foreign companies, protection of intellectual property rights, food and product safety, energy, and technology development.
* Provide support to analysts planning hearings, writing the Annual Report or other research reports, preparing testimony or other products by conducting research, drafting correspondence, writing, or fact checking.
* Assist in the set-up for Commission hearings (including setting up the panelists' table and operating the timer). Provide other administrative support on an as-needed basis.
* Attend seminars, meetings, and events on behalf of the Commission, and write memoranda to Commissioners and staff.
* Assist with developing and sustaining a professional network with China analysts in the U.S. government, private sector, and academia.
* Perform other duties as assigned by the Director for Economics and Trade, the Executive Director, and Commissioners.

The U.S.-China Economic and Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex (including gender identity, pregnancy and childbirth), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, veteran status, or other non-merit factor.

The Commission will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

This employment opportunity is also posted on the Commission website at: <http://www.uscc.gov/about/job-opportunities>.

**Qualifications:**

**A. Required:**

* The ability to present information clearly and concisely through memos, reports, briefings, consultations, and other presentations.
* The ability to synthesize and analyze large amounts of disparate data on emerging and/or controversial issues.
* Knowledge of international economics and the application of economic principles in U.S. bilateral and multilateral trade, financial and economic relations. Experience in researching and writing about international economics, finance and trade.
* Knowledge of the trade policies and practices of the People's Republic of China, Taiwan, and Hong Kong, and the organization and structure of the agencies of the governments of these jurisdictions and responsibilities for determining, supervising, and conducting trade policies and bilateral and multilateral trade relationships.
* Knowledge of the trade and economic policies and goals of the United States Congress and Executive Branch, especially those pertaining to the People's Republic of China and Taiwan and, more broadly, to the Asia-Pacific.
* Bachelor's degree or higher in a relevant field, such as Economics, Law, International Relations, or Asian Studies.

**B. Desirable But Not Required:**

* Experience in a Congressional or Executive Branch office, particularly with responsibilities for issues pertaining to China, Taiwan, or the Asia-Pacific Region.
* Experience living or working in China, Taiwan, or Hong Kong.
* Ability to speak and read Mandarin Chinese, to include ability to effectively utilize sources of electronic and print information regarding China and Taiwan.

Education

* Bachelor's degree or higher in a relevant field, such as Economics, Law, International Relations, or Asian Studies.
* Additional information
* Consistent with 5 CFR Part 890, interns are eligible to participate in the Federal Employees Health Benefits Program. Interns are also eligible to participate in the "SmartBenefits" transit subsidy program.

You will be evaluated for this job based on how well you meet the qualifications above.

**How to apply:** Find more information [here](https://www.usajobs.gov/GetJob/ViewDetails/499923900).

## 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 Scoville Jr. Peace Fellowship, Global

**Deadline:** October 1

**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

**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](mailto: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](file:///C:\Users\Nadia\Downloads\WIIS%20Jobs%20Hotline%203%20May%202018..docx).

## Paid Internship – Border Management and Technology, Command Consulting Group, Washington, DC

**Desired Term:** August 6, 2018 – December 21, 2018

**Position Description:**

CT Strategies is a border management and supply chain consulting firm which provides strategic services to corporate and government clients as they seek to understand and overcome the challenges of the current international commercial and passenger environments. The CT Strategies team understands the interconnected security and economic needs of the public and private sector as passengers, cargo, and conveyances move throughout the world and helps its clients succeed based on the experience of its leadership who led recent changes in data-driven trade management and enforcement in the U.S.

CT Strategies is an affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, sexual orientation, marital status, gender identity/expression, personal appearance, political affiliation, matriculation, genetic information, family responsibilities, race, color, religion, national origin, age, disability, or status as a protected veteran.

CT Strategies is seeking a qualified intern with strong written, research, and organizational skills to support multiple business activities across the breadth of the practice. The ideal candidate will have a diverse skill set and be able to manage tasks across multiple projects.

**Key Activities:**

* Completing research and analysis support for principals and staff;
* Assisting in complete development life cycle of reports, deliverables, and presentations;
* Performing targeted data gathering and analysis of U.S. Federal technology market;
* Coordinating logistical preparations in support of travel and events;
* Building awareness of U.S. Federal and Foreign Government acquisition activity;
* Monitoring media outlets and compiling daily news briefs for the firm;
* Completing administrative duties such as coordinating client meetings, updating databases, and assisting in invoice preparation;
* Assisting in Social Media Marketing Efforts;
* Other projects as assigned

**Desired Qualifications:**

* Outstanding ability to communicate effectively in oral and written format;
* Write in a compelling and concise professional fashion;
* Possess strong organizational and proofreading skills;
* Work well in an energetic, collaborative environment;
* Relevant knowledge base in homeland security, trade, or market analysis;
* Demonstrate strong, creative research skills;
* High level of proficiency in Microsoft Office (Excel, Word, PowerPoint and Outlook);
* Spanish language skills desired.

**How to Apply:** Candidates are asked to submit a resume and cover letter at [www.commandcg.com/careers1](http://www.commandcg.com/careers1). The most qualified candidates will be invited to interview by phone and/or in person.

## Internship Program, Women’s Foreign Policy Group, Washington, DC

**Deadline:** August 15 (Fall term), November 25 (Spring term), March 25 (Summer term)

\*\* Early applications are strongly encouraged\*\*

**Position Description:**

WFPG believes that it is crucial to ensure that women’s voices are heard and women leaders are fully engaged on policy decisions. At WFPG, we advance women’s leadership and highlight their contributions through international issues and mentoring programs. The organization convenes professionals from across disciplines and broadens the constituency for international affairs. WFPG offers internships year-round and hires three to five interns to assist them each semester.

**Special benefits:** Exposure to mid and senior-level professionals from across the international affairs field and opportunities to learn more about international issues, leadership development, and the operations of a small nonprofit. WFPG events and co-sponsored events are a great opportunity to get a feel for the way international issues are discussed, and to mingle with past and current women leaders. WFPG interns also have the privilege to attend other events in DC at the State Department, think tanks, and embassies.

**Compensation:** Part-time internships are unpaid or for college credit. Full-time interns who commit to 3.5 months during the school year or 3 months during the summer are eligible for a $1,000 stipend upon completion of the internship.

Learn more about the WFPG’s programs and activities at [www.wfpg.org](http://www.wfpg.org).

**General Internship:**

WFPG is looking for three responsible and motivated interns to focus on planning and outreach for programs featuring international affairs officials and experts. In addition to assisting with our Author and Embassy Series programs, interns also contribute to Celebrating Women Leaders Benefit Luncheons. Interns will also research foreign policy topics before events, assist in media outreach and the production of our newsletter, update the WFPG database and webpage, and complete other office tasks as assigned.

**Communications and Website Internship:**

WFPG is also looking for a specialized intern to focus on the production of WFPG newsletter and communication materials, media outreach, and webpage design/updates in addition to research and other general office duties. Communications interns also assist in production of materials for major fundraisers and update the WFPG brochure.

**Qualifications:**

Competitive candidates for both positions should have a demonstrated interest in foreign affairs and excellent computer skills. Interns must possess outstanding office and phone manners, and excellent writing skills, in addition to being well organized, punctual, dependable, flexible, attentive to detail, and able to work both independently and as part of a team. Knowledge of basic HTML, basic photo editing, and MS Publisher are also beneficial for communications intern applicants. Applicants must be available to work a minimum of two full days a week.

**How to Apply:** Please send a cover letter (including your availability), resume, two-page writing sample or excerpt, contact information for three references, and an unofficial copy of your transcript to [employment@wfpg.org](mailto:employment@wfpg.org) or:

Women’s Foreign Policy Group

Attn: Ms. Kimberly Kahnhauser

1875 Connecticut Ave. NW 10th Floor

Washington, DC 20009

## Paid Internship: Communications & Advocacy Intern, Women’s Learning Partnership for Rights, Development, and Peace (WLP), Bethesda, Maryland

**Deadline:** June 30, 2018

**Position Description:**

Women's Learning Partnership (WLP), a partnership of twenty autonomous organizations primarily in developing countries, trains and supports women grassroots activists and organizations and advocates for a just, peaceful world. WLP creates culturally-specific curricula and trainings on leadership, human rights, and democratic participation, and conducts peer to peer capacity building programs to strengthen women’s rights organizations in the Global South. These initiatives empower women to fulfill greater leadership roles at the family, community and national levels. The partnership also conducts research-based advocacy campaigns to reform laws and practices that impede women’s full participation in their communities and societies. Over the past 17 years, WLP’s programs and training materials, published in twenty languages, have reached thousands of women in over fifty countries, strengthening local organizations to become self-sustaining and to power women’s movements across the globe.

WLP is seeking a motivated intern to join our WLP office in Bethesda, Maryland to advance our advocacy and web-based communications projects. The position is part-time, 15-20 hours per week. We are looking to fill this position by the end of June 2018.

**Qualifications:**

* Demonstrated interest in and commitment to women’s empowerment.
* Undergraduate degree in English, comparative literature, creative writing, journalism or other related field.
* Minimum 1 year professional experience in a communications role, preferably in the non-profit sector.
* Fluency with contemporary and cutting-edge messaging, design, and branding best practices and technologies, particularly in the online space. Ability to think strategically about communications in relation to organizational goals.
* Ability to work independently and collaboratively to produce strong, compelling written and visual content.
* English language fluency. Excellent writing and editing skills. Ability to communicate with individuals from diverse backgrounds.
* Proficiency with Microsoft Office. Fluency in using social media technologies such as Facebook and Twitter for organizing or advocacy. Interest in exploring emerging technologies.

**Preferred Skills:**

* Completed or working toward an accredited graduate degree in a related field (women’s studies, international relations, journalism, media and communications, etc.).
* Intermediate to advanced fluency in French strongly preferred. Professional working knowledge of Arabic or Russian highly desirable.
* Experience with Adobe Photoshop, InDesign, Premier or similar graphic/video design tools.
* Experience with content management systems and web content creation in Drupal or WordPress.
* Experience with project management and coordination.
* Familiarity with the politics, history, and cultures in Africa, Asia, or the Middle East.
* Experience living, working, or volunteering internationally.

**Compensation:** Waged hourly.

**Duration:** three months with the possibility of extension.

**Start date:** July 2, 2018. **End Date:** September 28, 2018.

**How to Apply:** Please submit your cover letter, resume, writing sample, and a list of three references to: [jobs@learningparternship.org](mailto:jobs@learningparternship.org) with the subject line “Paid Internship: Web Communications Intern.” For more information visit <http://www.learningpartnership.org/>.

## Events Intern, Peace Direct USA, Washington, DC

**Deadline:** July 31, 2018

**Position Description:**

Peace Direct works with local people to stop violent conflict and build lasting peace. We believe the best solutions to conflicts come from local people who are directly affected by the violence in their communities, and it should be local groups who lead efforts to build peace in their societies. We work with local partners in conflict situations around the world (Burundi, DRC, Somalia, Sri Lanka, Pakistan, Sudan, Mali, Zimbabwe, the Philippines, Nigeria, Syria) to support, strengthen, and raise awareness of their work. We also work with funders, policymakers, and others in the international peacebuilding community to improve practices and policies in ways that help support local peacebuilders. In addition, we also run [Peace Insight](https://www.peaceinsight.org/), which includes information on more than 1,600 local peacebuilding groups around the world.

In October 2018, Peace Direct will host our annual [Tomorrow’s Peacebuilders Awards](https://www.peacedirect.org/tp/)for the first time in Washington, DC. Our awards ceremony will celebrate the winners of prizes for youth-led peacebuilding, women-led peacebuilding, and nonviolent action and peacebuilding, as well as the winner of our photography prize. In addition, we will also highlight the works of our 9 runners-up while introducing all of them to the larger international community of NGOs, funders, and policymakers at the [Alliance for Peacebuilding’s PeaceCon2018](http://www.allianceforpeacebuilding.org/our-work/annual-conference/). This internship will mostly dedicate itself to the months leading up to this event, as well as a smaller but still important visit from our Mali peace partners to promote their report in November. Peace Direct is looking for a high-performing intern to assist with the planning, organizing, promotion, and debriefing of both events. The intern will have the opportunity to meet and engage with leading local peacebuilders from around the world and to attend PeaceCon2018, while learning about Peace Direct’s work, gaining specific skills in event organizing and outreach, and networking with the broader peacebuilding community.

**Responsibilities:**

Assisting with the planning, organization, and implementation of Peace Direct’s Tomorrow’s Peacebuilders Awards (October) and Mali Peacebuilder Visit (November). This includes:

• Maintaining clear lines of communication with up to 10 different peacebuilding organizations;

• Researching travel itineraries and possible restrictions with visas and transit visas; processing necessary visas; booking hotels and other transportation;

• Ensuring ease of travel for our peacebuilders while in Washington, DC; acting as welcoming host, answering questions and escorting them if necessary;

• Assisting with the event logistics (reservations, invitations) and attendance logistics (for de-brief and reporting).

• Promoting Tomorrow’s Peacebuilders Awards (drafting social media posts, newsletters, and supporting media outreach.), our report on Mali, and the events.

• Attending and assisting with Peace Direct’s Tomorrow’s Peacebuilders Awards (set-up and break-down), as well as meetings planned for our Mali Peacebuilder visit.

• Setting up additional meetings for local peacebuilders with decision-makers in Washington and supporting meetings in New York as necessary.

Assist with other office administrative duties as needed and attend weekly Team Meetings with the UK and US Office

**Qualifications:**

* Experience with event planning, administration, and logistics coordination.
* Basic skills with Word, Excel, and PowerPoint; experience with electronic file management (Microsoft OS and Google OS).
* Independent initiative, ability to prioritize tasks, meet deadlines, and manage a workload without heavy supervision.
* Professionalism and ability to represent an organization and its mission well to various stakeholders.
* Excellent oral and written communications skills.
* Attention to detail and excellent organizational skills.

**Hours:** The intern is expected to work 15-20 hours/week for an initial 4-month period. The internship may be extended for up to 12 months dependent upon availability and performance.

**Compensation:**

* This is an unpaid internship without salary; however, we do provide a small monthly stipend ($100) to support local transportation costs. Other benefits include:
* Opportunity to work closely with and find mentorship from team members of a non-profit organization
* Networking opportunities with the international peacebuilding community;
* Skills development in communications, outreach, and event organizing;
* Gaining experience with country-specific issues of interest;
* Exposure and potential connections to local peacebuilding groups around the world;
* Professional reference and career advice from a seasoned Washington DC peace advocate;
* The chance to make a real contribution to Peace Direct’s work to support local peacebuilders.

**Start date:** August 1, 2018. **End Date:** December 14, 2018.

**How to Apply:** Please send a cover letter and resume expressing your interest and why you think you are a good match for the position, along with two references, to Christine at [contact@peacedirect.org](mailto:contact@peacedirect.org). Applications will be considered until the position is filled.

## Communications Internship, Global Ties U.S., Washington, DC

**Deadline:** July 18, 2018

**Position Description:**

The Communications intern works closely with the Communications team. The intern divides their time between communications, database management, and social media support as well as providing general office administration and project support. The Communications intern is responsible for supporting the communications team in the development of content across platforms (including email, website, Twitter, Facebook, LinkedIn, and other channels) and supporting the development of associated projects.

The Communications intern will also work collaboratively on a broad range of tasks including, but not limited to: monitoring social media channels, updating various databases (including Salesforce), and contributing to the content, design, and production of Global Ties U.S. publications. During the course of the semester, the Communications intern may be offered the opportunity to provide support to Global Ties U.S. exchange programs, which falls outside of the regular internship scope of work.

**Qualifications:**

* Communications background: Experience in writing for the web, email, social media, and general editing skills.
* Strong writing, communication, and organizational skills
* Experience with MS Office (Word and Excel)
* Experience with graphic design (ideally Adobe Creative Suite)
* Ability to work under minimal supervision
* Ability to meet deadlines
* Flexibility and willingness to work beyond the parameters of a job description
* Background and interest in citizen diplomacy, public diplomacy, nonprofit leadership, global engagement, or international education and exchange

**Start Date:** September 4, 2018. **End Date:** December 14, 2018.

**How to Apply:** Click [here](https://www.globaltiesus.org/about-us/jobs-a-internships/118-internships).

## Development & Outreach Intern, Human Rights Watch, Amsterdam, Netherlands

**Deadline:** Open until filled

**Position Description:**

The Development and Outreach Department at Human Rights Watch (“HRW”) is seeking two graduate or undergraduate student interns for its Amsterdam office. Ideally, the interns will be available for 6 months starting at the end of July or mid-August 2018.

This internship is unpaid. However, interns may be reimbursed for their lunch and local travel costs as pre-approved by HRW and in accordance with HRW policy. Students may be able to arrange academic credit, as HRW internships often offer direct exposure to the workings of an international human rights organization; close supervision by the HRW staff; interaction with other organizations and domestic government officials; and opportunities to attend lectures, trainings and special events relating to human rights. Students should check with their individual academic institutions for requirements.

**Responsibilities:**

The internship will focus on fundraising, preparing visits by international HRW researchers, organizing small events, writing donor profiles, contributing to the preparation of the annual Voices for Justice fundraising dinner and Human Rights Weekend, and maintaining contact with donors and partner organizations. Other projects may be assigned as they arise.

This internship is best suited for individuals interested in gaining experience in a small office of a large, well-organized, international non-profit organization. Interns will gain knowledge and skills in fundraising, using databases, event planning, conducting prospect research, advocacy, and effectively communicating. To provide a valuable and well-rounded internship experience, interns may attend planning and department staff meetings and may have the opportunity to attend in-house trainings and briefings.

**Qualifications:**

Applicants should be well-organized, self-motivated, reliable, flexible, and detail-oriented with excellent time management skills. Candidates should be interested in fundraising, advocacy, outreach, and special events within a human rights context. Written and oral command of English and Dutch are essential. Computer skills (e.g., Microsoft Office, internet applications, database) are required. Previous experience in event planning and collaborating with a team is desirable. It is not required to be an enrolled student.

**How to Apply:** Please apply immediately by visiting our online job portal at: https://careers.hrw.org and attaching a **CV/resume, letter of interest, and writing sample**. No calls or email inquiries, please. Only complete applications will be reviewed. Due to the large number of applications and the on-going hiring procedure only shortlisted candidates will be contacted further.

## Special Projects Intern, HeForShe Initiative, New York, New York

**Deadline:** June 15, 2018

**Position Description:**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

**HeForShe Initiative**

Created by UN Women, the HeForShe solidarity movement for gender equality provides a systematic approach and targeted platform on which men and boys can engage and become change agents towards the achievement of gender equality. HeForShe invites men and boys to build on the work of the women’s movement as equal partners, crafting and implementing a shared vision of gender equality that will benefit all of humanity. For more information, visit <http://www.heforshe.org/en>

In this context, the HeForShe team are looking for a super creative and dynamic intern to work directly under the supervision of Senior Advisor to the Executive Director or Operations Lead  (as appropriate), in support of special projects, ranging from managing celebrity relations to development of innovative fundraising strategies. Intern must have a "can-do" attitude and be able to thrive in a fast-paced environment. This is a 6-

month internship.

**Learning Objectives:**

* Develop an understanding of UN Women’s work and the UN system.

**Responsibilities:**

* Stakeholder mapping and preparation of outreach materials;
* Preparation of briefing notes on strategic partners and potential donors;
* Support for celebrity outreach efforts;
* Assist with planning of HeForShe events nationally and globally;
* Manage databases of sponsors and supporters and share relevant correspondence to meet their needs;
* Increase understanding of HeForShe campaign and its mission;
* Develop skills to deliver quality products and guidance on their use in an international environment;
* Build and develop professional relationships with UN Women colleagues in other units, and work as a team member in a multicultural setting;
* Develop event management skills;
* Increase outreach skills, data management skills.

**Core Values and Guiding Principles:**

Integrity:

* Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.

Professionalism:

* Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

Respect for diversity:

* Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff;
* Demonstrate an international outlook, appreciating a difference in values and learning from cultural diversity.

**Core Competencies:**

Accountability:

* Held colleagues and team members accountable for planned goals and competency standards;
* Practiced giving and receiving constructive feedback.

Client Orientation:

* Proactively informed clients, preventing loss of time and errors;
* Responded to questions, resolve problems, and helped provide accurate information to clients;
* Identified, understood, and addressed client needs.

Commitment to Learning:

* Learned about the agency, its processes, structure, challenges, and environment;
* Contributed to knowledge sharing.

Communication:

* Produced communication products (written and oral);
* Interpreted key messages for and from clients with cultural sensitivity.

Planning and Organizing:

* Developed work plans;
* Implemented activities in a timely manner, met deadlines.

Teambuilding:

* Coordinated work and roles with other team members;
* Supported goals of the team;
* Demonstrate informed and transparent decision making.

**Functional Competencies:**

* Excellent research, writing and organizational skills, attention to detail is critical;
* Ability to adapt and work within a multicultural, multilingual, multidisciplinary environment;
* Willingness to work in an “all hands on deck” environment, and engage in a variety of tasks;
* Knowledge of how students and universities are addressing global challenges, an asset;
* Self-driven, results-oriented with a positive outlook.

**Required Skills and Experience:**

Education:

* The intern must have studies in law, human rights, international relations, politics, gender or another similar subject at the university level. Master’s or Ph.D. degree preferred;
* Be enrolled in a graduate school programme (second university degree or equivalent, or higher); Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.

Language:

* Excellent communication skills (written and oral) in English are required; Working knowledge of another UN language a distinct advantage.

**Interns are not financially remunerated by UN Women.**

**Application Information:**

* UN Women will only be able to respond to those applications in which there is further interest;
* Selected applicants must provide the internship application, two letters of recommendation, proof of health insurance and school enrollment, passport, and visa (if applicable).

**UN Women Internship Policy:**

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

* Be enrolled in a graduate school programme (second university degree or equivalent, or higher)
* Be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent)
* Have graduated with a university degree (as (b) above) and, if selected, must commence the internship within one year
* UN Women internship programme does not provide a salary or remuneration for the internship;
* All the expenses connected with the internship will be borne by the intern, sponsoring Government or institution;
* UN Women accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
* The intern is responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
* The intern must provide proof of enrollment in a health insurance plan, proof of school enrollment, a scanned copy of his/her passport, two letters of recommendation, and application.

**How to Apply:** Click [here](https://www.globaljobs.org/jobs/16670-new-york-un-women-special-projects-intern-heforshe-initiative).

## Program Intern, Coalition for the International Criminal Court (CICC), The Hague, Netherlands

**Posted:** May 24, 2018

**Position Description:**

The Program Intern will assist the Director of Programs/Head of Office and the Program Assistant, along with other staff as relevant, with a variety of administrative and logistical tasks related to office management and program administration.

**Responsibilities:**

* Administrative support to the Director of Programs, as well as to the NY-based Executive Director and Deputy Executive Director, including scheduling, filing, travel preparations, and other tasks as necessary;
* Internal/external meeting preparation and event planning, including arranging conference calls, preparing venues, coordinating logistics, preparing materials, etc.;
* Providing support with letter and writing, editing, and translations;
* Updating and maintaining CICC contact (membership and government) databases;
* Responding to information requests, including requests received through general CICC email address;
* Attending, reporting, and assisting with meetings and events related to the CICC’s work;
* Assisting with other WFM-IGP programs.;
* Other tasks as needed.

**Qualifications:**

* Advanced undergraduate or graduate student working towards a degree in administration, management, International Relations, Political Science, Human Rights, Law, or related field;
* Fluency in English required; fluency in other languages (French, Dutch, Spanish, or Arabic) would be an asset;
* Organizational and administrative skills; experience in event planning and in an office setting would be an asset;
* Effective team player with the ability to work in a multicultural environment;
* Available on a full-time basis for a minimum of three months.

**How to Apply:** Click [here](https://www.globaljobs.org/jobs/16551-the-hague-netherlands-coalition-for-international-criminal-court-cicc-program-intern).

## Program Officer, Open Society Foundations, London, United Kingdom

**Deadline:** June 28, 2018

**Position Description:**

The mission of the Economic Advancement Program (EAP) is to increase economic opportunity for the marginalized in ways that promote inclusive, open and prosperous societies. We work to bend the exercise of economic power towards social justice. We have two overarching goals: (1) enhancing the capacity and agency of economically marginalized populations (2) increasing openness and equity in the economic and business systems in which they live and work. The Economic Advancement Program deploys investments, grants, economic policy advice, and builds stakeholder coalitions to influence the exercise of economic power.

We seek a Program Officer passionate about the economic advancement of vulnerable economic actors. The successful candidate will have a deep understanding of the landscape of civil society actors engaging the Private sector and Government to empower women and men smallholder farmers. The role will work globally, focused on food systems in Sub-Saharan Africa. The role reports to the Director of Grants of the Economic advancement program.  
  
The Program Officer as part of the EAP team will develop a range of grants that combine with investment, policy and engagement work to transform the rural economy to empower smallholder farmers. In short, because economic systems are complex, the Program takes an integrated approach to achieve change. The Program Officer works collaboratively both within OSF and with external entities, manages two portfolios of grants, contributing to the effective functioning of the program across cultures and geographies.

**Responsibilities:**

* Recommend, negotiate and manage grants, budgets, and contracts with diverse organizations/individuals to transform the rural economy to empower smallholder farmers; informed by others, but ultimately based upon the Program Officer’s own judgment.
* Working with colleagues specializing in engagement, investment and policy work, to develop and manage portfolios of work to achieve systemic change.
* Ability to Working with colleagues specializing in engagement, investment and policy work, to develop and manage portfolios of work to achieve systemic change.
* Building collaborative relationships within and outside OSF, representing OSF externally as needed and comfortable confronting the power imbalance that grant making brings.
* Assess the organizational capacity of partners, including an understanding of financial and administrative strength, and provide mentoring and technical assistance through long-distance support.
* Monitor and analyze economic, political and social developments in Smallholder Agriculture and the Rural Economy, and advise OSF colleagues on important developments.
* Responsible for strengthening connections between OSFs geographic and thematic programs consistent with OSF’s broader priorities, identifying opportunities for broader impact.

**Qualifications:**

* Bachelor’s degree or equivalent education and/or experience in business studies, development studies, human rights or a closely related field.
* 7 -10 years of relevant experience in the fields of interest for the Program in a large and complex organization, preferably in the non-profit or philanthropic field.
* Nuanced understanding, including familiarity with current issues and leading actors working on the transformation of the rural economy to empower smallholder farmers; work experience in business development, international or economic development in the for profit or not for profit sector is preferred.
* Strong analytical and critical thinking and synthesis skills required, with a demonstrated diplomatic approach to building and sustaining relationships with multiple stakeholders.
* Sophisticated understanding of the structure and workings of both formal and informal organizations (NGO/non-profit organizations, public agencies, etc.), networks, and social movements
* Ability to work efficiently to meet tight deadlines, on a wide range of tasks simultaneously and directing others to effectively gather, evidence and research to inform decisions or judgments.
* Ability to work efficiently to meet tight deadlines and on a wide range of tasks simultaneously.
* Proficiency in verbal and written English.
* Willingness and ability to travel domestically and internationally on a frequent basis. The candidate must have the ability to exercise effective and inclusive leadership in cross-cultural settings.

**Salary:** Competitive rates of pay apply.

**How to Apply:** Click [here](https://www.globaljobs.org/jobs/16540-london-united-kingdom-open-society-foundations-program-officer).

## Politics, Press, and Public Affairs Intern, Foreign & Commonwealth Office, San Francisco, California

**Deadline:** June 20, 2018

**Position Description:**

The British Consulate General in San Francisco is offering a 2018 internship opportunity in its Politics, Press, & Public Affairs (PPPA) department.

The British Consulate General in San Francisco is the United Kingdom’s diplomatic mission responsible for the Pacific Northwest (Northern California, Oregon, Washington State, Alaska, Montana, Idaho and Wyoming). PPPA handles the communications side of a host of public diplomacy issues, including energy and climate change, prosperity, UK-US trade and UK-US scientific collaboration. PPPA handles all media-related issues, arranges visits to the region for VIP UK officials and manages the Marshall Scholarship selection process for the region.

We are seeking a motivated intern to help with work on all of the above topics, notably on research, analysis and documentation related to PPPA’s daily work and focusing on British Government foreign policy objectives. Work will be project based and will also include social media research and outreach (Twitter, Facebook, Instagram, etc.).

**Responsibilities:**

* Researching local, regional and national print and online media and identifying articles relevant to areas of interest.
* Undertaking background research in order to compose briefs and bios   
  on organizations and their personnel, topical issues and events.
* Helping to organize visit programmes for official UK delegations.
* Maintaining and updating contacts databases.
* Responding to requests for information on the UK.
* Assisting with the Consulate’s social media (Twitter, Facebook, Instagram, etc.).

**Qualifications:**

* Must be a junior or a senior in an undergraduate programme, or enrolled in a graduate programme. Students majoring in International Relations, Political Science or Communications are required.
* research, analytical and organisational skills.
* Ability to work independently.
* An understanding of international relations (preferably UK-US relations), US politics in San Francisco’s consular patch and traditional and social media.

**How to Apply:** Click [here](https://www.globaljobs.org/jobs/16641-san-francisco-california-foreign-commonwealth-office-politics-press-and-public-affairs-intern).

## Internship, Association for Financial Markets in Europe (AFME), Brussels, Belgium

**Posted:** May 22, 2018

**Position Description:**

Based in Brussels within AFME’s Advocacy and Public Affairs Division, the Advocacy Intern will provide assistance on selected tasks and projects undertaken by the Advocacy Team and provide additional coverage support on assigned policy issues. AFME’s Advocacy Team works together with member firms and subject matter experts to help articulate and convey our messages to participants in the European policy-making process. The Internship role will involve exposure to AFME’s activities in wholesale finance and our work in analyzing and influencing current and future European legislative, regulatory and public policy issues.

**Important Information:**

* This is a paid internship;
* The working contract shall be made under Belgian law;
* Duration: Up to 12 months (to be discussed);
* Tentative start date: September 2018.

**Advocacy & Policy Coverage:**

* Support the coverage of selected policy dossiers, particularly those relating to the EU’s Capital Markets Union project and the Economic and Monetary Union (EMU) agenda;
* Participate in internal and external meetings, events and discussions to develop knowledge and experience in public affairs, the EU legislative process, capital markets and financial sector policymaking;
* Participate in the team’s monitoring of EU institutional developments and reporting to colleagues and AFME’s membership;
* Attend and report on external meetings, events and parliamentary sessions attended;
* Support AFME’s coverage of policy developments in the EU-27 and specific member states depending on language skills.

**Tasks and Projects:**

* Support the advocacy team in the delivery of Brussels-based workshops and events;
* Provide general support on briefing requests, speaking notes, research and information gathering and the preparation of advocacy materials;
* Be available to assist with team projects and administrative tasks as and when required.

**Qualifications:**

Essential:

* Genuine commitment to working as part of a team, delivering on the assigned tasks and making the most of the opportunities offered by the role;
* Desire to acquire practical experience in EU policymaking and exposure to debates concerning the financing of the economy;
* Intellectual curiosity and interest in financial services issues;
* Motivation, strong work ethic and ability to work to tight deadlines.
* An academic background in EU studies/finance/law/economy/international relations or relevant field;
* A general knowledge of the EU institutional structures and competencies;
* Strong organisational skills;
* Ability to draft short reports and prepare presentations;
* An excellent command of oral and written English;
* Good command of MS Office tools.

Desirable:

* Familiarity with the European banking and capital markets landscape;
* Understanding of the EU legislative process and regulatory instruments;
* Knowledge of other European languages; German is an asset.

**How to apply:** Click [here](https://www.globaljobs.org/jobs/16535-brussels-belgium-association-for-financial-markets-in-europe-afme-internship).

## Program Internship, Network 20/20, New York, New York

**Deadline:** June 22, 2018

**Position Description:**

Network 20/20 bridges the gap between the private sector and the foreign policy worlds, engaging rising and established professionals meaningfully in foreign policy. We promote the open exchange of ideas on foreign affairs and essential people-to-people connections across international borders. We foster a community of diverse, smart, and engaged people, people who come from different countries, faiths, generations, and political views, all of whom are interested in better understanding the various trends and divergent interests that are shaping geo-economics, politics, and culture. We strive to promote the idea of global citizenship—that being an informed citizen of one’s country means understanding the global context and actively contributing one’s ideas and experiences to the conversation.

We are seeking a part-time (Monday – Friday) fourteen-week commitment. This internship requires a commitment of two-three days a week (which can be arranged between you and Network 20/20 during your first day). This is a **paid internship**.

We are currently seeking a program intern who is a highly energetic, tactful, and engaging self-starter. The intern will work closely with the Program Coordinator and President to undertake various projects related to our briefing series, conference calls, networking, outreach, and other ongoing projects as well as proactively supporting other colleagues across the organization. Because of the small nature of the organization, interns are exposed to the many aspects of Network 20/20.

**Responsibilities:**

* Propose, organize and coordinate conference calls related to topical news stories
* Work with office staff, board members and members to coordinate a summer foreign policy book club and discussion
* Work with partner Foreign Policy Interrupted on a series of summer foreign policy briefings with their fellows. This includes drafting letters of invitation, drafting event notices, preparing the database for events, arranging logistics, and participating in the events as needed
* Record and organize information relating to Network 20/20’s membership
* Perform general administrative duties, such as: Assisting with writing and updating the office protocol, and organizing promotional materials

**Qualifications:**

* Passion for and understanding of international affairs
* Possess strong communication and interpersonal skills; experience working across cultures
* Ability to work independently as well as closely with a team
* Excellent attention to detail, good organizational abilities, and general office skills
* Previous internship or related experience in program management or event logistics is a plus
* MS Office experience – Word, PowerPoint, Excel
* Knowledge of HTML design is a plus

**How to Apply:** Click [here](https://www.globaljobs.org/jobs/15839-new-york-network-20-program-internship) or send a resume, cover letter, and short writing sample to [communications@network2020.org](mailto:communications@network2020.org) and kindly note that your application will not be considered if you do not send all of the required documents. Please include your name in the subject line.