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Employment Opportunities (National)

Officer- Advocacy, Watchlist on Children and Armed Conflict, New York, NY

Deadline: April 06, 2019

Position Description: The Advocacy Officer’s role is to advance Watchlist’s priorities with the Security Council, UN missions, UN agencies, the International Criminal Court (ICC), and as needed, the General Assembly and other relevant international organizations. The Advocacy Officer will lead the design and implementation of the organization’s advocacy strategies under supervision of the Watchlist Executive Director and in close coordination with Watchlist staff and Advisory Board. The Advocacy Officer is expected to serve as an expert voice on issues of concern to children affected by armed conflict in order to advocate effectively for the organization. The Advocacy Officer is based in New York and reports to the Executive Director. The Advocacy Officer is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

Essential Job Functions:

- Lead initiatives to advance the children and armed conflict agenda at the UN and related bodies in close coordination with Watchlist staff, Advisory Board, Associate Members, and field-based partners.

- Develop and implement advocacy initiatives with the UN Security Council, friendly Member States and key UN agencies and other regional organizations such as NATO; Influence accountability mechanisms through the International Criminal Court and other relevant institutions.
- Develop and strengthen relationships with the diplomatic and humanitarian communities globally, especially in New York.

- Cultivate and engage a network of global and field-based NGOs in the identification of advocacy objectives, messaging, and strategies concerning the situation of children affected by armed conflict in country situations on the UN Security Council’s children and armed conflict agenda, as well as possible emerging conflict situations, including through participation on relevant working groups or steering committees with partner organizations and networks.

- Prepare monthly advocacy updates, position papers, briefing memos, and letters for the UN Security Council and other advocacy targets, as well as materials for targeted to the media and the public.

- Organize workshops and informational and advocacy meetings with Security Council and other Member States that advance the Watchlist network’s advocacy goals.

- Support the Research Officer in the development of advocacy strategies, initiatives, and documents related to the Field Monitor-reports.

- Support the Development Officer in liaising with donors, providing input for grant proposals and other relevant information and relationships as needed.

- Support the Partnerships Officer in the development of joint country-specific advocacy with partners, as well as in the formulation of advocacy points for UNICEF, the Department of Peacekeeping Operations and the Office of the Special Representative to the Secretary-General for Children and Armed Conflict to improve technical aspects of the UN’s Monitoring and Reporting Mechanism (MRM).

- Coordinate with the relevant staff in the development, update, and management of Watchlist’s social media activities, web site, smartphone application, and other tools.

- Monitor and evaluate the outcomes of Watchlist’s advocacy and contribute to the organization’s learning process.
• Contribute to other areas of Watchlist work as appropriate, such as the development of periodic policy papers, case studies, blogs, general communications, and fundraising efforts.

• Periodic travel as required.

Requirements:

• Master’s Degree in international affairs, international law, political science, or related field.

• Minimum 5 years of relevant work experience, including at least 3 years progressive non-profit work experience with advocacy and human rights/humanitarian issues.

• Knowledge of the UN system, international justice, peace processes, international human rights, and humanitarian law. Demonstrated experience designing and implementing advocacy strategies targeted at the UN and other key decision-makers.

• Expertise on child protection issues in conflict and humanitarian settings, and international justice systems.

• Superb communication skills, including written and verbal; proven ability to communicate effectively with multiple audiences ranging from diplomats to public audiences, and to produce persuasive written advocacy materials for a range of audiences.

• Solid diplomatic skills; must be able to manage a variety of internal and external relationships in a cross-cultural professional environment and represent the organization with senior level diplomats and other decision-makers.

• Strong coordination and organization skills; demonstrated record of successful internal and external coordination. Officer must be able to work with minimum supervision.

• Solid computer skills: ability to work effectively and accurately with MS Word, Excel, and social media applications.
• Must be able to read, write, and communicate fluently in English; additional working knowledge of French, Spanish, or Arabic will be an advantage.

Application Instructions: To apply, submit a résumé, cover letter, one unedited 3-page writing sample and salary requirements via email to: Bonnie Berry, Watchlist Program Manager E-mail: bonnieb@watchlist.org - Facsimile: 212.972.0701

Area Security Officer, U.S. Department of Defense, Aurora, CO

Deadline: April 07, 2019

Position Description: Area Security Officers apply general security knowledge and experience in multiple security disciplines to develop, implement, and interpret security policies and procedures for the protection of National Security. They identify security program requirements; conduct surveys; perform inspections; and monitor internal security programs. They also provide indoctrinations and debriefings and security education and training; they pass and receive security clearances; and they submit personnel for special accesses.

Responsibilities:

Additional Information: The Office of Security (SIS) is seeking to fill a critical position in support of NGA offices located in Aerospace Data Facility-Colorado (ADF-C). SIS has an opening for an Area Security Officer (ASO) who has the proven ability to operate independently under geographically dislocated supervision and provide overall security support to parent offices and/or programs and provide support to hosting agency offices and/or programs. The ASO will demonstrate a strong knowledge and application in the disciplines of information security, physical security, personnel security, and program protection. The ASO will oversee the site's program protection and integration of Controlled Access Programs (CAPs), Special Access Programs (SAPs), and highly restricted access programs. The ASO will administer various security briefings and trainings, conduct self-inspections, perform classification reviews, draft operating procedures, and conduct indoctrinations and debriefings. The ASO selected will work in a team environment coordinating and prioritizing missions, and resources. The selected individual will also provide organizational representation to other government agencies and contractor security representatives, coordinating security and requirements on NGA's behalf. The incumbent will routinely organize and actively participate on various
planning and project teams, maintain project status reports, and develop and present oral and written presentations to management and others. The incumbent will also plan and accomplish work assignments, and exercise judgment in resolving problems. For routine assignments the work is performed under general supervision. The ASO will periodically visit other government and industrial sites within the Colorado area. Area Security Officers (ASOs) have broad knowledge and experience in all aspects of multiple security disciplines (e.g., Personnel, Information, Physical, Industrial, Information Systems, and Classification Management). They provide briefings, de-briefings, passing and receiving of security clearances, security education and training, and coordination of Sensitive Compartmented Information Facility (SCIF) accreditations. ASOs coordinate and collaborate with NGA's Protective Services and the Threat Mitigation Unit. They design/maintain security systems (e.g., alarms, card access), conduct surveys, and perform inspections and investigations. They provide oversight of SCI and collateral programs at all levels, liaise with internal/external key stakeholders, and manage customer security requirements. ASOs provide security advice and guidance on all NGA acquisition efforts to ensure security criteria and requirements (e.g., SCIF accreditation, personnel, classification management, security policy, clearance levels) are incorporated. They provide security oversight and support for agency and mission partner Controlled Access Programs (CAPs), Special Access Programs (SAPs), and other special security programs. ASOs develop, enforce, analyze, and interpret security policies and procedures, identify program requirements, perform trend analysis, and mitigate risks. They provide security support and program assistance to the Office of International Affairs in the protection of GEOINT information shared with foreign partners, as well support to foreign partners assigned to NGA.

Supervisory status: No

Qualifications:

Conditions of Employment

- US Citizenship is required.
- Designated or Random Drug Testing required.
- Security Investigation
Special Info:
As a condition of employment at NGA, persons being considered for employment must meet NGA fitness for employment standards.

- U.S. Citizenship Required
- Security Clearance (Top Secret/Sensitive Compartmented Information)
- Polygraph Test Required
- Position Subject to Drug Testing
- Two Year Probationary Period
- Direct Deposit Required

Requirements:
You must be able to obtain and retain a Top Secret security clearance with access to Sensitive Compartmented Information. In addition, you are subject to a Counterintelligence Polygraph examination in order to maintain access to Top Secret information. All employees are subject to a periodic examination on a random basis in order to determine continued eligibility. Refusal to take the examination may result in denial of access to Top Secret information, SAP, and/or unescorted access to SCIFs.

Employees with SCI access and who are under NGA cognizance are required to submit a Security Financial Disclosure Report, SF-714, on an annual basis in order to determine continued eligibility. Failure to comply may negatively impact continued access to Top Secret information, Information Systems, SAP, and/or unescorted access to SCIFs.

NGA utilizes all processes and procedures of the Defense Civilian Intelligence Personnel System (DCIPS). Non-executive NGA employees are assigned to five distinct pay bands based on the type and scope of work performed. The employee's base salary is established within their assigned pay band based on their unique qualifications. A performance pay process is conducted each year to determine a potential base pay salary increase and/or bonus. An employee's annual performance evaluation is a key factor in the performance pay process. Employees on term or temporary appointments are not eligible to apply for internal assignment opportunity notices. This position is a DCIPS position in the Excepted Service under 10 U.S.C. 1601. DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 USC, in accordance with the procedures provided in DoD
Instruction 1400.25, Volume 2005, DCIPS Employment and Placement. If you are an external applicant claiming veterans' preference, as defined by Section 2108 of Title 5 U.S.C., you must self-identify your eligibility in our ERecruit application.

Qualifications:

MANDATORY QUALIFICATION CRITERIA: For this particular job, applicants must meet all competencies reflected under the Mandatory Qualification Criteria to include education (if required). Online resumes must demonstrate qualification by providing specific examples and associated results, in response to the announcement's mandatory criteria specified in this vacancy announcement: 1. Ability to provide exceptional customer service through interpersonal skills to apply techniques and methods with site security operations. 2. Dealing with challenges and issues while providing government oversight to contractor personnel with security access and visitor control policies and procedures. 3. Must be able to demonstrate a thorough knowledge of applicable Executive Orders 12333 & 13526, DOD 5200.01 and 5105.21, National Industrial Security Program (NISPOM DoD 5220.22-M), and Intelligence Community Directive (ICD) 503, 703, & 705. 4. Ability to perform security systems assessments in identifying vulnerability mitigation/risk analysis through security site surveys and investigations. 5. Demonstrated knowledge in the security disciplines (Information, Physical, Personnel, Industrial, Information Systems, Classification Management, Program Protection).

EDUCATION REQUIREMENT: Must obtain DoD Security Fundamentals Professional Certification (SFPC) within 24 months.

DESIRABLE QUALIFICATION CRITERIA: In addition to the mandatory qualifications, experience in the following is desired: 1. Four-year degree from an accredited college or university. 2. Demonstrated experience in critical thinking techniques, management of security help desk/support center resources, change management principles, and teaching/training delivery. 2. Experience within an Intelligence Community personnel, information, or physical security functional area. 3. Knowledge of Joint Personnel Adjudication System, application of Multimedia Message Manager, and application of TravelNet requirements.

Application Instructions: Find more information to apply here.

Analyst, Global Security and Innovative Strategies, Washington, DC
Deadline: April 09, 2018

Position Description:

Global Security & Innovative Strategies is an international consulting and strategic advisory firm headquartered in Washington, DC that provides worldwide services. GSIS leverages its extensive private sector, homeland and public security, public sector and international expertise to provide comprehensive solutions for its clients. These solutions range from investigations, end-to-end security assessments, design and implementation to government relations support and business advisory services such as due-diligence, new market entrance and business intelligence.

Responsibilities
GSIS is seeking an Analyst to assist in client and project management. The Analyst is responsible for managing, planning and executing a variety of administrative and project management functions including preparing and reviewing correspondence, conducting research, developing reports and presentations, maintaining calendars, coordinating meetings, tracking project related tasks, and making travel arrangements. Responsibilities will include:

- Conducting market research to identify new opportunities and emerging trends in the industry.
- Monitor government funding reports and procurement forecasts on an on-going basis to identify potential opportunities.
- As a member of client service teams – develop value papers, proposals, deliverables, and strategies. Track client service team requirements and ensure all requirements are met on schedule.
- Project management and tracking to ensure that timelines are effectively maintained and met.
- Interfacing with clients on a regular basis.
- Attend think tank events and Capitol Hill hearing and provide summaries to management.
- Develop custom reports based on targeted industry research to support GSIS Principals and clients. This includes homeland security, border security, cybersecurity, among others.
- Maintain and organize company records and information.
- Administrative tasks such as ordering general office supplies, maintaining inventory, and distributing as requested.
• Maintain schedules and calendars, coordinate meetings, and arrange business travel as necessary.

Qualifications
• Bachelors’ Degree in Business, Management, English or related field.
• 0-1 years related work experience. Any equivalent combination of education and project management experience may be substituted.
• Proficiency in Microsoft Office (Word, Excel, Outlook) and QuickBooks.
• Experience with business development.
• Experience with federal contracting is a plus.

Application Instructions: Please send a resume and cover letter to Jeanne Lynch at jeanne@gsis.us

UN Women: Regional Security Specialist/ Occupational Safety & Health, UN Women, New York, NY

Deadline: April 11, 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.

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN-Women will work 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. Placing women's rights at the centre of all its efforts, UN-Women will lead and coordinate the United Nations System's efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors. The Division of Management and Administration is responsible for all aspects of security management for UN-Women Headquarters and Field Offices.
The primary responsibilities of the UN Women Security Office Regional Security Specialist – Occupational Safety and Health Manager is to advise and assist UN Women Headquarters, Regional, Multi-Country, Country Offices, and UN Women Security Field personnel on their safety and security responsibilities to protect and minimize the risk to UN Women personnel, property, and operations in the field while at the same time enable UN Women programme delivery throughout. Additionally, the Regional Security Specialist - Occupational Safety and Health Manager will ensure that the organisation adheres to its Occupational Safety and Health strategy and policy at all levels globally.

Under the overall guidance of the Director of Division of Management and Administration, and under the direct supervision of the UN Women Global Security Adviser, the Regional Security Specialist - Occupational Safety and Health Manager provides leadership and direction to UN Women with regard the implementation of UN and UN Women security policies, procedures and plans for the protection of UN Women personnel and assets and the safe delivery of programmes in the field. The Regional Security Specialist - Occupational Safety and Health Manager also has a focus and oversight on the trends and security context of the Americas and Caribbean region.

**Responsibilities:**

Provide technical support, guidance, and advice to the Organization:

- Provide timely and accurate Security and Safety advice and recommendations to the organization; and approve organizational missions;
- Clarify, interpret, and implement existing UN and UN Women security, occupational safety and health policy as applicable;
- Oversee security and safety evaluations and provide advice on security measures for the residences (Residential Security Measures - RSM) of UN Women personnel, as well as on latest trends and threats to personnel safety and security;
- Track developing threats and related risks, reviewing the impact of security and safety factors and risk on UN Women personnel, premises, assets, programme design and delivery;
- Provide recommendations regarding effective risk prevention and mitigation measures, including recommendations for possible UN Women support needs and improvements;
- Provide security surge support outside of the designated ‘Duty Station’ as required;
- Provide remote security and safety support to identified UN Women personnel, offices, programmes & projects;
Advise and support UN Women Security Focal points with regard UN Women online security and Safety assessments systems.

Lead the management of UN Women Occupational Safety and Health (OSH);

Develop and update organizational Occupational Safety and Health plans;

Implement organisational plans and ensure all required staff are trained to respond to the required duties;

Ensure effective security and safety related information flow/exchange to enable and improve operational assessments, planning to enhance awareness, coordination and implementation;

Act as the global focal point for Occupational Safety and Health;

Ensure that the UN Women OSH planning links to the wider UN OSH Policy and Planning;

Mainstream the inclusion of Occupational Safety and Health within the existing Security Compliance business process.

**Oversee security and occupational safety and health assessments and take necessary action:**

- Oversee substantive assessment of the Security and Safety situation at the duty station and ensure adequate collation and verification of information;
- Conduct security and safety assessments of UN Women premises and equipment and provide recommendations on risk management.

**Liaise with and participate in the local security and safety community:**

- Liaise and coordinate with the host government security and safety organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations, UN entities, and other non-State actor;
- Participate as a member of security and safety groups, particularly IASMN/UNSMS Working Groups as directed by the UN Women Global Security Adviser;
- Provide an advisory presence at UN security and safety management meetings such as the country SMT, UNCT, and OMT;
- Maintain a security and safety network of international and national personnel;
- Represent UN Women on behalf of the Security Adviser at security and safety meetings, and attends applicable workshops/training sessions, working groups and conferences as directed.
Collect, update, and communicate security and safety information:

- Provide updates and information to HQ in relation to the security and safety intranet portal and documentation;
- Disseminate security and safety information and measures to personnel;
- Disseminate analytical products and outputs of the Section to stakeholders;
- Conduct regular communications with UN Women Security Focal Points;
- Establish UN Women Warden System/Communication Trees where applicable.

Develop, maintain, manage & implement UN Women Security Plans and Occupational Safety and Health Plans:

- Oversee the development and implementation the UN Women Security Plans and Occupational Safety and Health Plans; maintain the plan;
- Manage the preparation and review of the UN Security Plan and provide technical support in its implementation;
- Provide advice and recommendations in the selection and purchasing of security and safety equipment;
- Prepare and submit security clearance/movement of personnel requests;
- Maintain, coordinates and implements the UN Women Warden System;
- Keep and update of information related to UN Women offices and residences including Global Premises Directory.

Monitor, manage and implement UN Women compliance of the Security Risk Management Measures (SRMM) established for the duty station/s:

- Compile data required for the SRMM Self-Assessment of the UN Women and UN Security Compliance Survey (SCS) Programme;
- Provide technical support to and advise the UN Women Security Focal Point in the completion and updating of the SCS;
- Provide technical support to and advise the UN Women Security Focal Point in the evaluation and implementation of the UN Women Security Compliance Action Plan (SCAP);
- Provide technical advisory support to the Security Focal Point for the UN Women Security Compliance Enhancement Funding (SCEF);
- Implement SRMM for UN Women personnel, premises and assets, and systems and protocols, in accordance with organizational risk acceptance, ensuring the mainstreaming of security;
• Provide UN Women managers with prescriptive content such as policy, risk management methodology, SRMM and RSM;
• Provide technical support to security and safety compliance input of all UN Women offices within AOR;
• Provide technical support to the Programme team in ensuring security mainstreaming, completing and submitting the UN Women online Programme Assessment format, annual work plans and programme planning documents.

Report security and safety incidents affecting UN Women personnel, programmes, offices and assets:

• Collate information and provide inputs to security and safety reports, such as the Security & Safety Incident Reporting System (SSIRS), Security Risk Management (SRM) Assessments and other ad-hoc incident reports;
• Oversee safety and security evaluations and surveys of the organization;
• Develop accurate and timely written country briefings; add inputs to position papers from a field perspective;
• Provide information to the country UN Security Management System (UNSMS) as required.

Develop and conduct training courses on security and safety awareness, preparedness, mainstreaming, BCP, OSH and specialized security functions:

• Participate in the development and delivery of UNSMS training;
• Develop UN Women specific security and safety training and conduct training;
• Provide security and safety orientation to newly assigned personnel members and briefings;
• Provide security and safety mainstreaming sessions as required;
• Provide BCP and OSH training sessions as required;
• Coordinate with Human Resources to provide UN Women Representatives and Heads of Offices briefings.

Oversee the Budget and Finances:

• Oversee the security annual work plan and related budget; initiate budget revisions for approval;
• Prepare security budgets as well as completion of UN Women SCEF funding requests;
• Provide substantive security inputs to UN Women AWP/SN, programme appraisal bodies, and related budgets;
• Monitor and support allotted UN Women Security and Safety Compliance funds to budget and utilize them in a timely manner within ATLAS;
• Monitor that costs and expenditures remain within budget and approved limits through the monitoring of monthly ATLAS budget reports;
• Keep the Global Security Adviser updated on expenditures in the operational budget and follow closely remaining expenditure;
• Oversee budget closures and reports as per HQ processes;
• Ensure that all projects and programmes contribute resources to implementation of security measures.

Perform other security and safety related tasks including but not limited to:

• Provide Organizational OSH management
• Provide Air Travel Focal Point services to UN Women as per ARMO requirements;
• Maintain liaison with commercial companies used for UN Women security and safety at offices and residences, in order to ensure the effective and efficient use of the guard force.

Key Performance Indicators:

• Quality and timely security and safety recommendations and advice;
• Adherence to UN Women and UN security and safety standards;
• Provide timely and accurate security and safety reports;
• Accurate and timely implementation of the overall UN Women security and safety plans;
• Provide accurate information and briefings to personnel, including newly hired personnel and non-personnel;
• Regular interaction and maintain good relationships with important partners, including Security Focal Points, UN agencies and external parties;
• Timely completion and input to the UN Women security business process SCS – SCAP- SCAP.

Core Values:

• Respect for Diversity;
• Integrity;
• Professionalism.

Core Competencies:

• Awareness and Sensitivity Regarding Gender Issues;
• Accountability;
• Creative Problem Solving;
• Effective Communication;
• Inclusive Collaboration;
• Stakeholder Engagement;
• Leading by Example.

Please visit this link for more information on UN Women’s Core Values and Competencies: http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf

Functional Competencies:

• Strong knowledge of business, operations, and programming cycle
• Strong knowledge of security, safety and risk management
• Strong knowledge of local country’s security and safety situation/ laws
• Good knowledge of UN System policies and procedures
• Ability to work under pressure and in crisis situations
• Strong analytical skills
• Ability to be strategic and provide advice

Education:

• Master’s degree or equivalent in security management, business administration, leadership, political/social science, psychology, international relations or a related field;
• A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. UN, Police or Military Senior Command and Staff College qualification with command experience at senior level, may be accepted in lieu of the advanced university degree

Experience:
Minimum 5 years of progressive experience in security with experience of programme management in the field in a development context; 7 years if not in possession of a Master’s degree;

Budget management experience as it relates to field support;

Experience of conducting security risk assessments as integral part of operational planning and the enabling of operations;

Knowledge or experience in Occupational Safety and Health is desirable.

Languages:

Fluency in English is required;

Knowledge of the other UN official working language is an asset.

Application Instructions: All applications must include (as an attachment) the completed UN Women Personal History form (P-11) which can be downloaded from http://www.unwomen.org/about-us/employment. Kindly note that the system will only allow one attachment. Applications without the completed UN Women P-11 form will be treated as incomplete and will not be considered for further assessment. Find more information here.

Research Analyst, Stimson Center, Washington, DC

Deadline: April 18, 2018

Position Description:

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

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

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

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

Business Development:
- Cultivate new relationships with funders and partners
Network with relevant individuals and institutions fostering the exchange of ideas and building issue consensus

Develop research for and preparation of funding proposals, as may be assigned

Conceive, research and develop new fundable project ideas in consultation with senior research staff and management that align program research priorities with potential funding sources

Act as liaison on project committees, media, and other external audiences

Other duties as assigned and in keeping with the general theme of the position

The above specified tasks may not be the only duties assigned. Employees will be required to carry out any other job-related instructions requested by their supervisor, subject to reasonable accommodations.

**Education, Skills and Experience:**

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

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

**Application Instructions:** Submit a cover letter, resume, and two writing samples by COB on April 18, 2018. Find more information [here](#).

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

**Deadline:** April 27, 2018

**Position Description:**

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

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

**Job Profile:**

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

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

Application Instructions: Please include a cover letter and resume, and upload as one document when submitting an application. Apply here.

Intergovernmental Affairs Officer, P4, UN Department for General Assembly and Conference Management, New York, NY

Posted date: May 12, 2018

Position description: Org. Setting and Reporting

This position is located in the ECOSOC Affairs Branch (EAB) of the General Assembly and ECOSOC Affairs Division (GAEAD), Department for General Assembly and Conference Management. EAB/GAEAD facilitates the deliberation and decision-making process of intergovernmental and relevant expert bodies and United Nations conferences. The Branch provides substantive and conference management support, in particular to the Economic and Social Council (ECOSOC), including the high-level political forum on sustainable development convened under the auspices of ECOSOC, the Second and Third Committees of the General Assembly, subsidiary bodies of ECOSOC and the Assembly as well as special conferences and UN conferences in the economic, social and related fields and their preparatory committees, as required. The incumbent will report to the Chief of the Branch.

Under the general guidance of the Chief of the Branch and within delegated authority, the incumbent provides technical secretariat services for the intergovernmental bodies
supported by the Branch, serving as Secretary/Deputy Secretary of subsidiary bodies. The incumbent is responsible for the preparation and organization of the work of the said bodies and substitutes as required for the Secretary.

Under the overall supervision of the Chief of Branch and within delegated authority, the incumbent

1) Assists in planning, coordinating and supervising the organization and provision of secretariat services for sessions and meetings of the Economic and Social Council (ECOSOC), including the high-level political forum on sustainable development convened under the auspices of ECOSOC, subsidiary bodies of ECOSOC supported by the Branch, the Second and/or Third Committees of the General Assembly, subsidiary bodies of ECOSOC and the Assembly as well as special conferences and UN conferences in the economic, social and related fields and their preparatory committees, as required, and serves as Secretary/Deputy Secretary of intergovernmental bodies assigned to her/him;

2) Prepares the procedural notes for the presiding officer for each meeting and on each agenda item and handles voting and election procedures;

3) Ensures the timely and accurate submission and issuance of all pre-session, in-session, and post-session documentation (including draft resolutions, decisions and reports);

4) Provides continuous guidance and advice to the presiding officers as well as other elected officers on the organization of work, status of negotiations, conduct of business, rules of procedure and the established practices, programme budget and conference servicing implications and administrative issues;

5) Coordinates all procedural, logistical and technical aspects of meetings;

6) Prepares summaries and analytical reports on proceeding of meetings and follows up on the implementation of their decisions and recommendations;

7) Drafts notes, background papers, talking points and other correspondence for senior UN officials and maintain contacts with delegates and staff in other UN offices and departments, and other international organizations;

8) Carries out administrative functions and performs other related duties as required.
Competencies

Professionalism: Possesses knowledge of the work of intergovernmental processes of the United Nations or similar international organization, including knowledge of relevant rules of procedure, mandates and other provisions, as well as past practice and precedent and a thorough knowledge of parliamentary documentation; Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Education

Advanced university degree (Master’s degree or equivalent degree) in international relations, law, diplomacy or related field. A first-level university degree in any of these fields, in combination with two additional years of qualifying work experience, may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in international relations, law, diplomacy or related area is required. Experience in the provision of substantive support to intergovernmental processes and legislative machinery in an international organization such as the United Nations is required. Experience in dealing
with procedures, policies and practices of intergovernmental bodies of an international organization such as the United Nations is required. Experience in provision of advice to a presiding officer/Bureau of an intergovernmental body is desirable. Experience in preparation/coordination of parliamentary documentation is desirable.

Languages

English and French are the working languages of the United Nations. For this post, fluency in English is required. Knowledge of an additional official UN language is desirable.

Assessment

Evaluation of qualified applicants may include an assessment exercise and a competency-based interview.

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility
of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

**Application Instructions:** For more information apply [here](#).

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

**Posted date:** April 4, 2018

**Position Description:**

PATH is an international organization that drives transformative innovation to save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health.
With dedicated staff members across five countries and collaborators in several others, the Advocacy and Public Policy team influences policy and priority setting processes at the global, national and subnational levels. PATH’s advocacy focuses on ensuring decision-makers have the right support and information to make evidence-based decisions to improve the health of vulnerable populations around the globe.

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

Responsibilities:

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

Engage as a partner to other assistants in APP and across PATH in assuring efficient coordination of leadership schedules, meetings, deliverables, etc.

Coordinate other events as needed.

Provide other administrative support to the VP and Advocacy & Public Policy team as needed.

**Qualifications:**

**Required skills and experience:**

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

Application Instructions:
Please be sure to indicate that you saw this position on Globaljobs.org. For more information click here.

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

Posted date: March 30, 2018

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

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

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

Responsibilities:
Serves as technical lead for nuclear security and counterproliferation at CRDF Global; advises leadership and staff on international best practices in preventing the proliferation of nuclear and radiological materials, technologies and expertise.

Develops curricula and conducts trainings for international audiences under assigned portfolio.

Supervises planning and execution of projects, manages program-level management tasks including, interfacing with funder(s), program planning, budgeting, reporting, monitoring and evaluation.

Draws on understanding of NSPA strategy to work with institutes, host governments, and the funder(s) to design and implement programs and mission-oriented projects. Examples include: supporting and organizing international training activities related to nuclear security and counter-proliferation, procurement of equipment or other services, and providing logistics support to activities led by others.

Manages and recruits staff; actively supports professional development of direct reports.

Represents CRDF Global at external events; makes presentations to educate others about the program.

Represents CRDF Global at domestic and international events, including leading delegations; conducting site visits and attends conferences, meetings, workshops and/or training sessions.

Supports other programs and staff as required.

Qualifications:

8-10 years’ work experience including international project or program management experience

Demonstrated leadership of nuclear security and counterproliferation programs

Strong understanding of nuclear nonproliferation, nuclear security and counter-proliferation landscape; expertise on facility-level security and DPRK preferred

Strong track record of winning new work and program growth

2 years’ experience developing curricula and delivering training to international audiences on nuclear nonproliferation topics

Bachelor’s Degree required, Master’s Degree preferred

2 years’ experience supervising staff

Experience working with program budgets and familiarity with U.S. Government regulations.
• Strong written and verbal communication skills including ability to present to internal and external clients
• Strong diplomatic and negotiating skills and good judgment
• Willing and able to travel domestically or internationally
• Security clearance or ability to obtain clearance preferred
• U.S. work authorization

**Application Instructions:** CRDF Global offers a competitive salary and benefits package. To apply, please complete our online application and include a cover letter and resume. Apply here.

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

**Posted date:** March 30, 2018

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

**Qualifications:**

• Intimate knowledge of transnational Sunni and Shi’a networks such as Al-Qaeda, ISIS, the Muslim Brotherhood, Hezbollah, and Iranian proxy networks;
• Intimate knowledge of counter-terrorism (CT), countering violent extremism (CVE), and counter-terrorist financing (CTF) strategies, doctrines, policies, and programs in Middle East states, the US, Europe, China, and Russia;
• Master’s degree or Ph.D. from a top-rated university with an outstanding academic record in political science, international studies, history, social sciences, religious studies, security studies, Middle Eastern studies, or a related discipline with a focus on the Middle East;
• Minimum three years’ experience as a think-tank fellow or equivalent OR university post-doctoral candidate and/or professor OR senior government policy professional or equivalent OR senior correspondent or journalist;
• Minimum one year experience researching or working in the Middle East;
Distinguished track-record of publication in tier-one English language media, foreign policy journals, and/or peer-reviewed academic journals;

Candidates must be first-rate writers with a strong authorial voice, unique perspective, and demonstrated ability to think creatively;

Candidates must be comfortable appearing on television, radio, being quoted on the record, and speaking at conferences;

Candidates must be comfortable networking with leading DC-area policymakers, academics, journalists, and think tank professionals;

Candidates must be comfortable mentoring junior researchers.

Application Instructions:

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

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

Posted date: March 30, 2018

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

Duties and Responsibilities:

- Assist attorneys with the intake process for potential clients including but not limited to scheduling and conducting screenings of individuals seeking immigration benefits;
Assist attorneys in preparing clients for filings before U.S. Citizenship and Immigration Services, the Executive Office for Immigration Review, and Domestic Custody Court;

Assist in office operations, including case management, data entry and maintenance, invoicing, and reports;

Assist with the supervision and training of interns;

Make appropriate referrals to other service providers and relevant community partners;

Maintain a basic knowledge of relevant laws, policies and trends in immigration law affecting the target population;

Support client communication and build alliances between immigrant and non-immigrant groups, civic, social, and faith-based communities;

Provide administrative support to program staff; and

Other duties as assigned by attorneys and/or supervisor

Requirements:

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

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

Application Instructions: Please submit a resume with cover letter describing your interest and qualifications with your online application. References will be required at time of the final interview. No telephone calls please. Position will remain open until filled. Find out more information here.

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

Posted date: March 26, 2018

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

Responsibilities:

Research Support (50%)

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

Event Coordination (25%)

• Assists CUSE Director, Associate Director, and Fellows in planning and scheduling conferences (including major CUSE events in Washington, D.C., and abroad), roundtables, briefings, meetings, associated travel, and other events.
• Manages implementation of relevant CUSE events; coordinates among Director of CUSE, Associate Director of CUSE, Senior Fellows, Foreign Policy (FP) Communications staff, Central Communications, and Conference Services to facilitate logistical arrangements for events and conferences. Coordinates development of invitations, announcements, and guest lists; liaises with event speakers and their staffs; reserves meeting spaces; arranges for catering; procures audio-visual equipment and necessary event services.
• Proactively monitors event-day implementation of plans and resolves problems.
• Tracks costs and retains receipts for conferences, meetings, roundtables, and events.
• Maintains calendar and record of events and activities, and conveys to relevant FP staff.
• Coordinates the maintenance and updating of mailing and invitation lists for CUSE publications and events, as well as other contacts databases of officials, experts, journalists and regional actors relevant to transatlantic affairs, Europe, and the broader region.
• Keeps detailed and accurate records of event participants and materials.
• Maintains CUSE contact database, including updating and expanding information on all contacts.
General Programmatic and Administrative Support (25%)

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

Qualifications:

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

Knowledge/Skills Requirements:

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

Writing: Strong writing skills are required. Must be able to summarize Brookings public events for publication on Brookings website; able to co-author blog posts with a scholar; and able to draft literature reviews, event invitations, and short publications or sections in longer papers with supervision from a scholar.
Organizational skills: Must possess excellent organizational skills with high level of attention to detail; be able to fact check and copy edit publications; and be able to multi-task and complete tasks in a timely manner.

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

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

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

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

**Application Instructions:** Find more information here.

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

**Posted date:** March 26, 2018

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

Under our 2017-2021 Strategic Plan, we:

- Strengthen people’s security and justice
- Challenge gender norms that drive conflict
- Encourage inclusive and just transitions to peace
- Promote global peace and security, and
- Support conflict-sensitive international engagement in conflict contexts.
The US remains the pre-eminent power in an era of profound insecurity and geopolitical division. Deep bipartisan divides underpin huge dilemmas over how the US should define its global role and deal with international conflicts and threats. Saferworld believes all administrations should use the US’s great military, economic and political power to prevent conflict and build peace.

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

Qualifications:

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

Application Instructions: Candidates are encouraged to submit their applications promptly as they will be assessed on a rolling basis. Find more information here.

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

Deadline: June 30, 2018

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

**Primary Responsibilities:**

**Strategic Vision**

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

**Program and Operations**

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

**Finances**

- Oversee official records and documents; oversee regular financial and programmatic audits and tax returns; and ensure compliance with all federal, state, local, and other regulations, as well as donor requirements
- Provide responsibility for WAW’s fiscal integrity and reporting, including, but not limited to, the submission to the Board of a proposed annual budget, annual
reports, and monthly financial statements, as well as supervising the financial reporting to donors and other stakeholders

- Undertake fiscal management that anticipates budget constraints, while ensuring maximum and efficient resources utilization
- Ensure compliance with all donor-imposed restrictions and reporting requirements

Development

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

Board Engagement

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

Communications/Advocacy

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

**Application Instructions:** Submit resume and cover letter to WAWexecutivedirectorsearch@gmail.com. Find more information here.

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

**Position date:** March 27, 2018

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

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

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

Qualifications

Basic Qualifications

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

Preferred Qualifications

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

Application Instructions: Find more information here.

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

Posted date: March 27, 2018

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

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

Scope of Work:

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

Responsibilities:

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

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

Application Instructions: Find more information here.

Program Officer, U.S. Committee for Refugees and Immigrants (USCRI), Arlington, VA

Posted date: March 22, 2018

Position Description: The Program Officer is responsible for providing supervision and guidance to program sites providing Home Study and Post-Release Services to unaccompanied children. The Program Officer is also responsible for coordinating all training and professional development activities across the network.

Duties and Responsibilities:

• Conduct weekly supervision of Program Officers overseeing Home Study and Post-Release Services;
- Coordinate and/or facilitate monthly training opportunities for program staff;
- Assist with onboarding of new staff to ensure they receive mandatory training and certifications as required by the funder;
- Provide crisis intervention support to program sites, may occasionally require follow up outside of normal business hours;
- Assist with monitoring program sites for compliance and adherence to program requirements;
- Provide ongoing support to program staff to respond to monitoring and evaluation (M&E) outcomes and alter methods to improve program results;
- Understand and comply with all policies and procedures of the Post Release and Home Study program and interprets them for staff, as needed; and
- Serve as the program lead for USCRI’s Training Committee and Learning Management System; and
- Other duties as assigned by supervisor.

Requirements:

- Masters of Social Work with 5 years’ experience;
- Demonstrated understanding and experience with case management, home placements, and child welfare;
- At least two years of prior supervisory experience;
- Clinical social work license is preferred;
- Fluency in Spanish is preferred;
- Excellent organizational, verbal, written, and interpersonal communication skills;
- Strict adherence to time-frames, policy and procedure;
- Ability to prioritize duties and multi-task in a fast-paced environment.
- Ability to work well independently and in a team;
- Willing to travel a few times annually;
- Ability to effectively use technology to facilitate distance learning; and
• Must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people

Physical Demands:
• Use of manual dexterity, tactile, visual, and audio acuity;
• Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands;
• Occasional lifting (up to 25 pounds), bending, pulling, and carrying; and
• Ability to travel locally and long distance.

Application Instructions: Please submit a resume with cover letter describing your interest and qualifications with your online application. References will be required at time of the final interview. No telephone calls please. Position will remain open until filled. Find more information here.

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

Posted date: March 20, 2018

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

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

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

**Additional Qualifications:**
- Experience with supporting Foreign Military Sales (FMS) programs
- Experience with the client BMD
- Experience with managing SharePoint-based portals
- Experience with working in a geographically-dispersed team
- Knowledge of formal client staffing and coordination processes
- Top Secret clearance
- BA or BS degree in International Relations, Foreign Policy, or a related field
Clearance:
Applicants selected will be subject to a security investigation and may need to meet eligibility requirements for access to classified information; Secret clearance is required.

Application Instructions: Find more information at [here](#).

Program Assistant, US Committee for Refugees and Immigrants (USCRI), Arlington, VA

Posted: March 16, 2018

Post description:
The Program Assistant position supports the growth and operations of the Refugee Health Services Department and is responsible for providing administrative and programmatic support to the Director of Refugee Health Services. Duties include: completing a broad range of administrative tasks, including responding to public inquiries; tracking and retaining official records; preparing communication tools ranging from infographics to executive briefings; writing standard operating procedures; providing travel, logistical and planning support; and additional tasks as needed. This position is based in Arlington, VA and reports to the Director of Refugee Health Services.

Duties and Responsibilities
- Support the high-quality and timely administration of programs administered by the Refugee Health Services Department;
- Complete a broad range of administrative tasks for the Director of Refugee Health Services, including managing calendars, coordinating travel plans, preparing agendas and itineraries, drafting correspondence and processing expense reports;
- Responsible for tracking and assuring budget compliance;
- Organize program and fiscal records in centralized systems with established naming conventions and ensure appropriate record retention;
- Track and present strategic goals and accomplishments in a variety of formats including workplans, infographics, newsletters and executive briefings;
- Research refugee health programs, policies, best practices and other key information;
- Write standard operating procedures, program manuals and policies and executive briefings;
- Manage employee development records and work with Directors to build the workforce capacity and institutional knowledge;
Coordinate meeting logistics and planning support for department as requested by field offices and headquarters’ team members;
Assist with data entry related to program records as needed;
Primary point of contact for continuity of operations planning;
Facilitates departmental audit readiness;
Supports compliance with and monitoring of organizational privacy practices and policies; and
Other responsibilities as assigned by the supervisor.

Requirements:
- Bachelor’s degree, or combination of education and experience;
- At least three years of experience as a program assistant or administrative assistant preferred;
- Ability to work with minimal supervision and various levels of management;
- Excellent written and interpersonal communication skills such as writing reports and developing tailored material for diverse audiences;
- Strong computer skills required, including knowledge of Microsoft Office;
- Self-starter with ability to work well in a team, juggle multiple priorities with flexibility, and meet regular deadlines;
- Ability to practice discretion and maintain strict confidentiality and security of sensitive information;
- Strong attention to detail; and
- Demonstrated commitment to the mission of USCRI and interest in growing in a nonprofit department long-term.

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

Application Instructions:
Please submit a resume with cover letter describing your interest and qualifications with your application. Find more information about the application process here.

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

Responsibilities:
- Provide offsite and onsite support to Headquarters, US Marine Corps as a Force Deployment Planning and Execution (FDP&E) analyst;
- Assist with managing the Force Deployment and Execution Planning Section and reserve integration cell within HQMC Plans, Policies, and Operations (PP&O);
- Oversee the reviewing of USMC, Joint Staff, and DoD orders and directives on Marine Corps Reserve and provide inputs on PP&O position;
- Supervise the review, update, staffing, and publishing of several MCO's, including 3000.18B Force Deployment Planning and Execution Manual and 3000.19B USMC Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P);
- Attend meetings, review policy, strategy, and guidance, and provide recommendations for senior–level personnel;
- Analyze and provide inputs to Departmental, Joint, and Marine Corps strategy, policy, and guidance and remain abreast of changes in force deployment policy; and
- Develop client–ready deliverables for a wide variety of audiences across the DoD and within the USMC, including deliverables suitable for GO, FO, and SES audiences, such as information and decision briefings and papers or policy documents.

Qualifications:
Basic Qualifications:
- 3+ years of experience in working with DoD entities;
- Knowledge of formal USMC and DoD staffing and coordination processes;
• Ability to be a self-starter, manage competing priorities in a fast-paced environment, work independently and as part of a team, analyze complex data, and prioritize tasks;
• Active Secret clearance; and
• Qualified Military Occupational Specialty of 0502, 0505, 0511, 0430, 0431, or 0491.

Additional Qualifications:
• Possession of excellent interpersonal skills;
• Possession of excellent oral and written communication skills;
• BA or BS degree in International Relations, Foreign Policy, or a related field preferred; or
• MA or MS degree International Relations, Foreign Policy, or related subject matter a plus.

Application Instructions:
Find more information on the application process here.

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

Posted: March 1, 2018

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

Responsibilities:
Finance and Development (60%)
Works with Security and Strategy director and FP Finance team to develop and monitor annual budgets, and individual budgets for special events, for all projects within the cluster.

Works with FP Finance team to create and submit revised budgets during the course of the year.

Ensures compliance with established budgets within team projects; works closely with appropriate Security and Strategy scholars and staff to maintain awareness of activities, budgets, and spending.

Works with appropriate S-Team staff, and FP Finance and Admin staffs, to compose, review, and monitor all cluster contracts with affiliates and vendors.

In coordination with appropriate staff, ensures that all invoices and payments are processed quickly and accurately.

Assists director, scholars, and FP Development staff in identifying and prioritizing fundraising needs to support the team’s activities.

Works with the FP Vice President and FP Development staff to create and implement fundraising goals and strategies to cultivate and steward individual, corporate, foundation, government, and other donors.

Works closely with FP Development staff to prepare concept notes, proposals, and applications for grants, contributions, and other support to team projects.

Works with FP Development staff and team scholars to ensure all grant requirements are fulfilled.

Works with FP Development staff to create narrative and financial reports for grants and contributions, and ensures that reporting deadlines are met.

Operations and Staff Management (40%)

Serves as representative of S-Team to FP and other Brookings staff on behalf of the director when requested; communicates with FP management, including the FP Vice President and management team members as necessary, regarding operations and programming.

In coordination with FP Finance, Development, Communications, and Administration staffs, serves as S-Team’s main point of contact with Office of General Counsel, Office of Financial Services, and Office of Communications.

Coordinates with FP Management to remain informed of Brookings policies and procedures, and disseminates developments to all S-Team members.

Manages S-Team operations; provides guidance and direction to staff; ensures support for all team staff and affiliates.

Supervises Security and Strategy staff in the planning, coordination, and implementation of major events; directs and oversees staff in the organization of conferences and meetings (both in Washington, DC and elsewhere), including
logistical arrangements such as hotel accommodations and travel for conference participants.

- With FP Management, FP Communications, and appropriate S-Team staff, ensures that publications by scholars, visiting fellows, and contractors are published accurately, on time, and within budget.
- Works with FP Communications and S-Team staff to advance and implement an effective outreach and impact strategy.
- Works with FP Administration to coordinate recruitment/hiring, orientation, and renewal process (as necessary) for all new S-Team employees and affiliates.
- Manages special projects and initiatives as needed.

Qualifications

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

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

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

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

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

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

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

**Posted:** February 26, 2018

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

**Responsibilities:**

- Educating and Engaging Veterans. The Director will be responsible for building a nationwide network of veterans to advance USGLC’s public policy agenda by organizing an active team of 50-100 veterans in each of USGLC’s 20-30 priority states and Washington, DC.
- Veteran’s Leadership Council. The Manager will be responsible for the management of USGLC’s national Veteran’s Leadership Council, a group of two-to-three military veteran leaders from each of our priority states that work with the USGLC’s Outreach team to implement field activities. In addition, the Council includes approximately 15-20 veterans living in the D.C. area that are able and willing to participate in USGLC Washington-based activities.
Expanding the Grassroots Online Community. The Veteran Outreach Director will identify opportunities to expand USGLC’s online network of 30,000 veterans across the country, and create a dynamic communications platform for engagement. Additionally, the Director will be responsible for identifying content and thematic opportunities to engage and expand our online community presence.

Mobilizing Veteran Community. The Director will be responsible for mobilizing the veteran community to educate policymakers and the public about the importance of smart power. This includes logistics and planning of events, participating in in-district meetings, and potentially speaking at events, if necessary.

Implement Effective Communications. The Director will be responsible for the implementation of a communications strategy to educate and engage the USGLC veteran’s community. This will include populating the Veterans for Smart Power website, communication with veterans and education events, and a knack for social media engagement. The Veterans Outreach Director will create a robust, content-filled, and action-driven schedule of e-communications to our nationwide Veterans for Smart Power.

Requirements:

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

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

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

**Posted:** February 26, 2018

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

**Duties:**

**Website and Social Media (50%)**
- Develop strategies and posts to expand SAM’s presence on social media and to increase traffic to the SAM website;
- Use knowledge of current events to connect the work of SAM to timely or trending topics on social media;
- Conceptualize and create content and data visualizations for the SAM website and social media posts;
- Provide edits for blog posts;
- Assist with website design;

**Communications Support (35%)**
- Contribute to and implement strategies to engage with the media and other key stakeholders to elevate the work, impact, and brand of SAM;
- Field requests from the media and assist in pitching story ideas to reporters, editors, and producers;
- Draft press advisories and releases and other materials used for public dissemination;
- Maintain and update media contact list;
• Research and recommend ways to increase SAM audiences;
• Oversee and produce content for SAM’s weekly newsletter;

Marketing, Event, and Fundraising Support (15%)
• Develop ads to promote SAM’s data platform;
• Assist in the preparation and execution of SAM public briefings and roundtables;
• Supervise an Intern;
• Assist in the drafting of grant proposals and reports; and,
• Provide other administrative support as necessary.

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

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

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

Posted: February 26, 2018
Position description:

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

Responsibilities:

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

Requirements:

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

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

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

Posted: February 20, 2018

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

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

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

Education and Experience  
• Advanced degree in related field with 7+ years of relevant experience.
Application Instructions:
Find more information on the application process here.

Program Manager - Nuclear Security Engagement, The George Washington University Washington, DC

Posted: February 15, 2018

Position description:
The NSWG has an opening for a Program Manager to oversee and expand NSWG’s engagement to Congress and other key stakeholders. A significant aspect of these responsibilities is to manage the Congressional Nuclear Security Fellowship program.

The Program Manager will be tasked with developing and implementing a long-term strategy for legislative outreach; maintaining and expanding partnerships with Congressional offices affiliated with the fellowship program; directing the annual Fellowship search (including application review, candidate interviews and selection, and office placement); and developing and implementing analytic tools to track impact and progress toward program goals. The Program Manager will also take the lead in coordinating NSWG’s reporting and communication to key stakeholders, including Funders, the University, and the broader policy community by revamping NSWG’s activity tracking system and metrics. The Program Manager will also be expected to develop a medium-term strategic plan for sustainability and growth of NSWG activities.

This is an excellent opportunity for a seasoned mid-career professional with significant substantive experience in nuclear policy as well as demonstrated success with program implementation, administration, strategic communications, and government affairs. The individual will gain unique and valuable exposure to critical debates and players in the field of nuclear security while supporting NSWG’s mission of cultivating principled, bipartisan leadership in nuclear security policy.

This position will be located on the Foggy Bottom campus. Normal work hours are Monday through Friday, 8:30 a.m. – 5:30 p.m. with ability to adapt to non-standard hours as needed.

• Responsibilities:
  • Sustains and expands the Congressional fellowship program by
Managing existing partnerships with key hosting Congressional offices;

Identifying and engaging new House/Senate offices with interest and/or responsibility in nuclear issues;

Directing an annual nationwide search for qualified Fellowship candidates, including fielding and reviewing applications; conducting interviews; liaising with hosting House/Senate offices; and ensuring the successful and smooth placement and on-boarding of fellows;

Regularly monitoring Fellow activities and identifying opportunities for collaboration between Fellows, NSWG, and the George Washington University community.

Develops a strategic plan for medium to long-term sustainability, growth, and institutionalization of NSWG research and outreach activities.

Identifies, recruits, and retains NSWG members as part of the overall NSWG sustainability and growth plan,

Identifies opportunities for NSWG to convene well-attended, high-impact public events, drawing on NSWG resources and members as well as potential collaboration with Congressional Fellows and other partners.

Directs NSWG Congressional engagement through legislation tracking, building relationships with Capitol Hill staff and offices, and integrating NSWG’s other research and programmatic activities.

Develops and oversees a comprehensive communications strategy for internal and external stakeholders—including the presidential administration, the University, the Washington policy community, and Funders—leveraging a variety of traditional and social media tools and outlets.

Refines and applies analytic tools and methodologies to track progress toward NSWG goals and performance indicators.

Coordinates the grant implementation and the proposal and reporting processes.

Supervises other NSWG support staff as appropriate.

Performs other work related duties as assigned. The omission of specific duties does not preclude the NSWG chair from assigning duties that are logically related to the position.

**Qualifications:**
Qualified candidates will hold a Bachelor’s degree in an appropriate area of specialization plus 2 years of relevant professional experience, or, a Master’s degree or higher in a relevant area of study. Degree must be conferred by the start date of the
position. Degree requirements may be substituted with an equivalent combination of education, training and experience.

**Preferred Qualifications:**

- Master’s degree or higher in international affairs, security studies, political science, economics or similarly appropriate area of specialization preferred.
- Significant professional experience in nuclear security or related policy issues.
- Significant experience with program administration.
- Superlative communication, writing, and interpersonal skills.
- Experience working in Congress or similar legislative environment.
- Experience working in Washington policy settings and demonstrated ability to interact with senior experts.
- Demonstrated ability to work collaboratively.
- Experience and familiarity with budgeting and financial management.
- Experience with grant management and proposal writing.
- Demonstrated competence with event planning and coordination.
- Ability to adapt to flexible hours, be proactive in solving challenges, and working with minimal supervision.

**Application Instructions:**
Find application instructions [here](#).

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

**Posted:** February 9, 2018

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

Command is currently seeking candidates interested in engaging with a Middle-East based client to serve as Program Manager, overseeing the project on the ground and leading a team of associates and subject matter experts. Qualified individuals will understand how a large public-sector security organization works and what characteristics an organization should have to run efficiently and effectively.
Ideal candidates will have government, military, and/or private sector experience in strategic relationships, Project Management, and transformation experience with large organizations and demonstrated experience in charting, tracking, and implementing that transformation across a wide range of work streams.

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

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

**Application Instructions:**
Find more information on the application process [here](#).

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

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

DESIRED QUALIFICATIONS:

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

Application Instructions:
For more information on how to apply click here.

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

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

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

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

Experience
10+ years of experience is required.

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

Application Instructions:
For more information on how to apply click here.

Women, Peace & Security (WPS) Advisor, Women, War & Peace II, Peace is Loud, New York, NY

Post description:
About Peace is Loud (www.peaceisloud.org) is a non-profit organization providing a creative approach to conflict prevention, gender equality and peacebuilding through documentary film campaigns, speaking events and women’s political empowerment. We’re a small, hardworking, hands-on team that draws our success from strong communication skills, teamwork, and a passion for Peace is Loud’s mission. Our work highlights the voices of women who are building peace and resisting violence in their communities around the world. About the position The WPS Advisor is responsible for overseeing key components of the impact campaign for the forthcoming documentary broadcast series Women, War & Peace II, a partnership with PBS. This series is a follow-up to the acclaimed first series Women, War & Peace, seen by nearly 13 million television viewers in the U.S., and used as an advocacy tool by partner organizations in 87 countries on all seven continents.

Responsibilities:
- The essential responsibility of the role is to manage multiple initiatives that use the first and second Women, War & Peace series to strategically advance work in the Women, Peace & Security field. These initiatives include:
- A targeted, graduate-level screenings program building on work done at a WPS curriculum consortium held at Naval War College in 2017. This includes the creation of a specialized toolkit for students and administrators aiming to incorporate WPS and gender analysis into their international affairs coursework and may also involve helping to coordinate a second consortium this spring.
• Screenings outreach to women peace builders and WPS policy-makers and practitioners. This includes the oversight of materials development for these different partners, including a specialized guide for women getting to the peace table.

• A pilot legislative screenings campaign that leverages the recent passage of the WPS Act. This includes the production of a “WPS 101” film reel that incorporates scenes as “case studies” from the first and second film series.

• The creation of additional screening materials, including a discussion guide to facilitate conversations at film screenings, and a high school lesson plan for use in Northern Ireland, drawing directly from the Women, War & Peace II series

Qualifications:
• Well versed in the Women, Peace & Security field, with a familiarity of partner organizations and major players;
• Appreciate the spirit and mission of Peace is Loud;
• Enthusiastic about using film to drive conversation, action, and impact;
• A strong background in partnership development, events management, and educational resource development;
• Enjoy both strategic thinking and execution;
• Self-starter, with good judgment, unafraid to take initiative and ownership;
• Extremely organized and process-oriented (read: love spreadsheets and organizing information); *Bonus* points if you:
• Have a passion for film;
• Previously used the first Women, War & Peace series in your own work;
• Comfortable using CRMs.

Application Instructions:
To apply, please send your résumé and a thoughtful cover letter to jobs@peaceisloud.org, with the subject line: “WPS Advisor.” Only complete applications will be reviewed. Find more information here.

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

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

**Responsibilities:**

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

Qualifications:

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

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

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

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

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

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

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

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

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

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

Senior Advocacy Officer, Women’s Refugee Commission, New York, New York

Post description:
As a member of WRC’s advocacy team, the Senior Advocacy Officer contributes to the design and implementation of the organization’s advocacy strategy and work plan, provides strategic guidance to program team members on the integration of advocacy considerations into their initiatives, and helps identify funding opportunities for the organization. The Senior Advocacy Officer is expected to provide vision and leadership on cross-cutting organizational priorities and may also lead or participate in field missions on humanitarian issues central to the mission of WRC. This position reports to the Senior Director of Advocacy and External Relations.

Responsibilities:
• In consultation with WRC leadership and program staff, lead WRC’s advocacy efforts in New York with UN agencies, member state missions, other international and non-governmental organizations, and policy makers.
• Further strengthen relationships with the diplomatic and humanitarian communities in New York. Identify new supporters for WRC’s work and new opportunities to promote WRC initiatives.
• Ensure WRC’s active participation in key policy fora, including the Commission on the Status of Women and the ECOSOC Humanitarian
Segment, and in processes related to the development of new refugee and humanitarian policies.

- Represent WRC at high-level meetings, conferences and other public events.
- Take a leadership role in New York-based non-governmental organizations or inter-agency coalitions, such as the NGO Working Group on Women, Peace and Security and the Inter-Agency Standing Committee Gender Reference Group.
- Play a key role within WRC on the advancement of its organizational strategic priorities related to gender equality and resilience.
- Work closely with WRC’s communication and program staff to develop strategies and advocacy materials for target audiences and design public events to promote WRC’s recommendations on humanitarian policy and practice.
- Support WRC field missions as needed, including in the design of such missions and as the lead or participant in the missions.

Qualifications:

- Minimum 10 years of progressive work experience on international humanitarian issues and advocacy, to include field-based experience in humanitarian contexts
- Master’s Degree in international affairs, political science, law or related field strongly preferred
- Demonstrated experience designing and implementing advocacy strategies for multiple audiences, including the UN system
- Strong understanding of the humanitarian system, protection issues and women’s rights issues
- Excellent written and verbal communication skills: proven ability to communicate effectively with multiple audiences and to produce persuasive advocacy materials for a range of audiences
- Good diplomatic skills: must be able to manage a variety of internal and external relationships in a cross-cultural professional environment, and represent the organization with senior level diplomats and other policy makers
- Demonstrated ability to work effectively with minimum supervision

Application Instructions:
To apply, please send a cover letter and resume to: WRCJobs@wrcommission.org.
Program Assistant (PA), Chemical Security Practice Area

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

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

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

Application Instructions:
Find more information on the application process here.

Research Associate, Blue Ribbon Study Panel on Biodefense

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

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

Requirements:

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

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

Part-time Administrative Assistant for the Sustainable Nanotechnology Organization (SNO)

Position Description:
SNO is a relatively new NGO scientific professional organization (www.susnano.org). The person will report to the SNO Executive Director. Beginning pay is $15/hr. with review in 4 months. The person may work from their home office, but will initially train with the Executive Director in the Washington DC area. 5-15 hours/week to begin.

Duties:

- Organize and schedule meetings and teleconferences.
- Prepare standard operating procedures manuals
- Support and maintain an efficient, effective and organized office by providing high-level administrative help.
- Organize and keep files for SNO important papers
- Perform basic bookkeeping in Quicken, write checks as directed, file travel documents. Work with treasurer and accountant.
- Updating Excel spreadsheets with member information and send membership materials. Work with membership chair.
- Enter data into database
- Scan documents & save to shared drive
- Mail and ship documents and equipment as needed; pick up and sort mail
- Keep track of SNO equipment, e.g., pointers, banner
- Be proficient in MS Office, particularly with Excel (Report, data), Word (mail merge, formatting), Publisher
- Make and return emails and telephone calls as needed
- Work with SNO members to post on social media such as twitter/facebook/pinterest and help with web updates
- Maintain SNO calendars including meeting calendars, due dates for administrative papers and others as assigned;
- Other duties as assigned
Application Instructions:
Please reply directly to: barbara.karn@susnano.org

Legislative Director for Civil Liberties and Human Rights, Friends Committee on National Legislation, Washington, D.C.

Position Description: The Legislative Director for Human Rights and Civil Liberties is the lead FCNL lobbyist charged with identifying specific, achievable steps that Congress can take to repeal the post-September 11, 2001 laws that provide a blank check for war, indefinite detention, expanded surveillance and violations of national and international human rights.

The director will spend the bulk of his or her time on Capitol Hill, working with members of Congress and their staffs on strategies to repeal the 2001 and 2002 authorizations for the use of military force, reducing the use of drones, military training and other armed interventions around the world, closing the prison at Guantanamo Bay, Cuba and promoting U.S. respect for domestic and international human rights and humanitarian law. The director will also develop a programmatic focus on religious liberty around our previous work on Islamophobia. The director must also have a passion for helping to mobilize our constituents around the country to advocate in their districts on these issues.

The Legislative Director for Civil Liberties and Human Rights is a vital member of our legislative team, reporting to the Legislative Director for Foreign Policy. He or she will also work closely with our Strategic Advocacy group to develop focused campaigns in the Congressional districts and states of representatives and senators who are decision makers on civil liberties and human rights priorities.

Key Priorities and Responsibilities

Represent FCNL to Congress and the Executive Branch: She or he develops and expands FCNL’s contacts with key legislative and executive branch officials to advance FCNL's lobbying priorities on Human Rights and Civil Liberties.
Develop a focused change strategy: In consultation with other designated staff, the Legislative Director for Civil Liberties and Human Rights will be responsible for developing and implementing change strategies. This staff person must also articulate this change strategy in a manner that is transparent and accessible to our staff, governors and fundraisers; and arrange for periodic assessments and evaluations.

Coordinate with other FCNL lobbyists: The legislative director will meet regular with other FCNL staff lobbyists to coordinate on lobby visits, intersecting programs (particularly military policy) and communications with the Hill and the administration.

Work with our colleague organizations: FCNL is a leading voice in several important coalitions working on civil liberties and human rights. We expect the legislative director will continue to engage specific coalitions that are relevant to FCNL’s change strategies.

Develop expertise: This legislative director will become our staff expert on civil liberties and human rights. Working with the Legislative Directors for Foreign and Domestic Policy, he or she will develop expertise on these issues and on other issues assigned by the Legislative Director for Foreign Policy. This includes monitoring legislative and policy developments; preparing and distributing fact sheets, background papers, editorials, newsletter articles, and other educational materials for general distribution; overseeing maintenance of web pages on assigned legislative issues.

Correspond with Congress: She or he will draft letters to Congress, legislative action messages to grassroots,

Represent FCNL disarmament position in the media through op-ed columns, letters to the editor, and reports, in coordination with the other designated staff to have the same published, distributed, or posted in a timely way and as appropriate.

Help to advance Friends policy and practice: She or he will work with other FCNL staff and committee members and other Quaker organizations to address the challenges to the Friends Peace Testimony presented by deadly atrocities, genocide, failed states, and the assertion of doctrines for preventive war.

Cooperate with Development Team. She or he will work with the FCNL grant writer to seek grants or other institutional support for FCNL’s legislative program activities on disarmament and military spending and other assigned issues. Fulfill terms of grant contracts in good order. She or he will also assist the FCNL Development Team to
incorporate civil liberties and human rights into direct mail appeals, program interpretation materials for fundraising.

Other duties as assigned:

- Experience and Attributes
- Highly-motivated leader.
- Five or more years’ experience of legislative advocacy—with Congress, a relevant administrative agency, a non-profit organization or business.
- Willingness to work on a bi-partisan approach to solutions.
- Strong Congressional contacts particularly focused on armed services, foreign relations and appropriations committees.
- Demonstrated ability to design and lead effective change-strategies focused on national legislation.
- Excellent research, writing, editing and demonstrated public speaking and media skills.
- Able to keep on top of numerous tasks and deadlines; able to create plans and adjust frequently as circumstances change.
- Consultative, collegial, problem solving and problem preventing.
- Legal background or work with international law or human rights.
- Self-reliant and able to take initiative.
- Familiarity with Quaker values and practices.
- Experience managing an intern or program assistant.
- Commitment to involving and including participants from a variety of backgrounds; ability to be flexible and negotiate programming accordingly.

**Compensation and Work Expectations**

Salary: depending on experience.

Work Week: This is a full-time exempt position, based on a 37.5 hour work week, with some travel. Because of the focus on Congress, we expect this individual to work out of our Washington, DC office. Some compensatory time will balance evening and weekend work and travel.

Benefits: Health insurance; disability insurance; life insurance; paid holidays; vacation; sick leave; maternity/paternity leave; retirement plan.
Application Instructions: Send cover letter and resume to jobs@fcnl.org (only electronic submissions will be accepted). FCNL seeks to create a diverse workplace. We are actively soliciting applicants from different ethnic, racial and religious backgrounds. Find more information here.

Employment Opportunities
(International)

Protections Gender and Inclusion Officer, International Federation of Red Cross and Red Crescent Societies, Bangkok, Thailand

Deadline: April 10, 2018

Position Description:
Strategy 2020 guides the actions of the IFRC. It defines three strategic aims for the IFRC and its member National Societies, in order to align under a common vision:
1. Save lives and help people prepare for and recover from disasters and crises.
2. Enable safer and healthy living, and make better provision for marginalised people
3. Promote social inclusion and a culture of non-violence and peace

The IFRC Strategic Framework on Gender and Diversity Issues 2013-2020, which aligns with Strategy 2020, guides the Protection, Gender and Inclusion work within the IFRC. It emphasizes the need to address the root causes and social determinants of gender inequality and sexual and gender-based violence, as well as social inequality based on diversity factors (ethnicity, disability inclusion, migration status, age, etc). Further, the IFRC’s Protection, Gender and Inclusion supports to its National Societies are underpinned by commitments made in Resolution 3 of the 32nd International Conference of the Red Cross Red Crescent to Prevent and Reduce Sexual and Gender-based Violence, as well as through its operational guidance, the IFRC Minimum Standard Commitments to gender and diversity in emergency programming (pilot, 2015).

The role of Protection, Gender and Inclusion (PGI) Officer will be to increase the capacity of IFRC CCST and the Mekong National Societies to integrate protection, gender and inclusion policies and tools across program areas in order to reduce gender and diversity inequality, gender discrimination and gender-based violence. The aim of
the PGI is to: provide technical support to IFRC teams and to the National Societies in mainstreaming Gender and Diversity analysis and considerations into all programmes and services; to assist and support the National Societies to mainstream Protection, Gender and Inclusion issues into their organisational development (including into their Strategic Plans and gender and diversity policies) and to systematically incorporate Gender and Diversity into all systems, procedures and tools; and lastly to support the monitoring of progress.

The PGI Officer will report to Senior Project manager, and has a technical link to the Asia Pacific Gender and Diversity Coordinator in the Asia Pacific Regional Office in Kuala Lumpur.

**Job Duties and Responsibilities:**

- To act as a technical advisor for protection, gender and inclusion issues, supporting National Societies through the IFRC Bangkok CCST office
- To support IFRC and National Societies to develop Protection, Gender and Inclusion (including GBV and Child Protection sensitive) services/programmes, policies, procedures and guidelines, and to translate existing guidelines into action at the NS HQ and branch level
- To provide technical support on prevention, mitigation and response to sexual and gender-based violence to technical IFRC and National Society teams/focal points, including support to evidence-based initiatives and emergency preparedness and response programmes/plans (including surge deployment to National Societies when requested)
- To strengthen and institutionalize the role of National Society Gender and Diversity Focal Points and co-ordinate the SEA Regional Gender and Diversity Network ensuring that there are regular well-attended meetings, capacity building and peer-to-peer support initiatives undertaken by the Network members. Assist the SEA National Societies to report and advocate Gender and Diversity achievements in their programming and National Society Development.
- Through technical assistance to the development and facilitation of training programmes, support capacity and knowledge building of National Societies staff and IFRC CCST programmes/projects staff to support the mitigation of PGI risks, to better prepare for future disasters and crises.
- Support to National Societies for the assessment of PGI risks, vulnerabilities, needs and capacities to support DRR, Health and Disaster Response programming
- In co-ordination with the Gender and Diversity Co-ordinator in APRO represent IFRC in external technical working groups, networks, and intergovernmental
forums ensuring new and strengthened partnerships with external agencies and gender stakeholders in the region.

- Actively participate in and represent the Mekong region in the Red Cross Red Crescent global gender and diversity network.
- To ensure that CCST plans and funding proposals include relevant Protection, Gender and Inclusion issues ensuring strong co-ordination with ongoing priorities of the Asia Pacific Region and Global approaches.
- To assist the HoCCST in analysing the impact of PGI activities and using the analysis to improve performance.
- Support the continuation of the ASEAN-IFRC sexual and gender-based violence in disasters multi country research as well as the implementation of research recommendations from completed studies
- To work closely with Communication unit to report on, advocate and share lessons learnt for PGI issues with key stakeholders internal and external to the RCRC movement to ensure appropriate awareness of PGI issues and how RCRC teams are responding to PGI risks and needs.
- Coordinate, assist and mobilise support for NS work on migration, including support to the relevant IFRC offices, NSs and partners on migration-related activities approved under the 2018 Operational Plan and in line with the IFRC Asia Pacific migration and displacement: framework for action 2017-2020.
- Maintain active and effective networking with key partners and stakeholders (including the RCRC Asia Pacific Migration network)
- Actively participate and support co-ordination of regional /national conferences on migration within the IFRC and with relevant stakeholders.
- Present ideas, discuss and take initiatives in close cooperation with HoCCST and Regional Migration Coordinator by linking Assistance, Protection and Humanitarian Advocacy for Migrants
- Function as an effective team member in CCST and support in achieving the objectives of the IFRC office.

Education:
- Relevant university degree or similar professional qualification (gender, international relations, human rights, etc.)

Experience:
- At Least 2 years ‘experience in Gender and Diversity mainstreaming or standalone programming in humanitarian context, including proven track record in leading and delivering tools, and technical advisory outcomes
- Possesses a broad understanding of global humanitarian issues, and international humanitarian standards for Protection, gender and inclusion in disaster response.
- Possesses working knowledge of Gender and Diversity issues in humanitarian and development settings, specifically in the context of Southeast Asia
- Prefer experience with the Red Cross / Red Crescent
- Prefer experience with other international organizations, large NGOs and/or governmental development agencies

**Knowledge, skills and languages:**
- Ability to facilitate trainings and workshops on technical matters
- Good analytical skills
- Ability to multi-task and work under pressure
- Ability to deliver multiple activities with a degree of diversity; ability to create integration across these activities
- Ability to complete tasks with minimal supervision
- Ability to work on MS applications e.g. Word, Excel and PowerPoint
- Ability to facilitate trainings and workshops on technical matters
- Fluently spoken and written English
- Thai nationality
- International applicant, have to hold a valid work permit and residence permit to live and work in Thailand only

**Competencies and values:**
Core competencies: Accountability, Diversity, Integrity, Team work, Communication, Innovation Trust building, Empowering others and National Society Relations

**Application Instructions:** Find more information [here](#).

**Research Assistant, Climate Change and Risk Programme, Stockholm, Sweden**

**Deadline:** April 12, 2018

**Position description:** The position is specifically focused on a project called ‘Conflict Prevention and Low-Carbon Development: Opportunities for Building and Sustaining Peace Through Renewable Energy Projects’, funded by the Swedish funding agency, FORMAS. The project focuses on the Omo-Turkana Basin Region in northern Kenya and southern Ethiopia. Reporting to the Principal Investigator, the RA will be responsible for supporting the research and administration of the project. Opportunities may arise to expand the position, joining additional projects. The position is based in Stockholm but might involve occasional travel to sub-Saharan Africa.

**Main tasks and responsibilities**
The Research Assistant is responsible for supporting a range of research tasks on the project, including:

- Conducting directed research and research support (both qualitative and quantitative tasks) which may include some or all of the following
  
  (a) conducting secondary research for data on climate change, livelihoods, access to energy, politics, security and gender
  
  (b) conducting or supporting research interviews with stakeholders in Europe and in Africa, in person or by phone/Skype
  
  (c) supporting the development of participatory research techniques, including digital and citizen science
  
  (d) analysing quantitative data sets using excel, SPSS or GIS

- Provide logistical and administrative support to the project, as directed by the Principal Investigator
- Support the dissemination of research findings with research participants, policymakers, practitioners and the media.

Requirements
The successful candidate will have the following experience and skills:

- A Bachelor’s degree in a relevant field (e.g. development, anthropology, peace and conflict studies, geography, gender studies, political science, social sciences)
- Experience of working or living in a developing country
- Strong awareness of climate change impacts across Africa
- Ease of working in oral and written English
- Experience (through studies or work) conducting qualitative research

While not essential, desirable experience and skills include:

- Language skills in Swahili, Amharic or other languages indigenous to Eastern Africa
- Ethnographic or participatory research methods
- Experience working with quantitative data analysis

Contract period
This position may be taken up at 50% (part time) for 2 years or 100% (full time) for 1 year. This flexibility is offered to encourage a diverse range of candidates to apply. Should the candidate seek part-time employment, the position must commence no later than 1 July 2018. Contract preferences will be discussed at interview. Salary package will be negotiated individually.
Application Instructions: If interested in applying for this position, please submit a one-page cover letter, a CV (maximum 2 pages) and a writing sample from previous work or study. Applications should be sent via email to RAclimate@sipri.org.

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

Deadline: April 24, 2018

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

Responsibilities:

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

Governance, Peacebuilding, Conflict Sensitive Development and Institutional development:

- Providing inputs in the formulation, and organization of mandated programs of governance, peacebuilding, and development under occupation and in difficult conditions and on recovery, reconciliation and reintegration, and in the formulation of possible governance, institutional development and public administration, and conflict resolution strategies, policies and actions for adoption by individual countries and/or the international community;
- Prepares policy advisory notes to inform governments through monitoring, reviewing, and reporting on policies and regulations in ESCWA Member Countries as well as through monitoring, studying and analyzing the trends and best practices in institutional development, conflict resolution, civic participation, civic values and public administration;
- Participates extensively in the identification of new or emerging governance, state-building, conflict resolution, public administration and development management issues of potential concern to Member States and/or the international community,
particularly those of a regional or global nature and design and in the development of programs to address them.

- Participating in conceiving, planning and managing expert group meetings, seminars and similar consultations that contribute to the finalization of the Division's outputs and provide policy advice based on Division's research;
- Prepares briefing notes and speeches for more senior staff of the Division and of the Department and makes presentations on governance, institutional development, conflict prevention issues for specialist or non-specialist audiences;
- Contributing to the preparation and finalization of sectoral, country or regional analytical studies on governance, conflict resolution, Recovery, Relocation and Reintegration;
- Provide direction, analytical support and strategic advice to ECRI with regards to institutional strengthening and resilience and assist to strengthen capacities to undertake conflict analysis and mainstream conflict sensitivity in policy recommendations and programming, including through adjusting workplan to better address immediate "triggers" as well as structural causes of conflict.

**Technical cooperation:**

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

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

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

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

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

**Work Experience**

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

**Languages**

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

**Application Instructions:** Fine more information [here](#).

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

**Deadline:** May 1, 2018

**Post Description:**

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

The key aim of this appointment is to strengthen SEDU’s position as a center for research on gender, peace and security and to lead the development of war studies in this direction by conducting research, teaching at undergraduate and advanced levels, and supervising doctoral students. Another aim is to establish a research program and promote research endeavors in order to increase knowledge about women's roles in conflicts, peace processes, societal security and disaster relief, as well as about gender perspectives in military organizations and operations, in conflict prevention and in peace building. Additionally you are expected to promote equal opportunities at the university.
The professorship is within the interdisciplinary field of gender, peace and security and will be incorporated into the university’s core subject war studies, within which gender is an integral part. As a professor of war studies, you will also be expected to supervise PhD-students. The position also includes administrative and managerial duties within the institution and the university.

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

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

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

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

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

All teachers, both civilian and military, at SEDU are required to have successfully completed the course in higher education pedagogy (högskolepedagogik) at the latest one year after their appointment. If comparable pedagogical qualifications have already been acquired, this course requirement may be waived.
The Swedish Defence University strives to promote diversity and gender equality within all employment categories. We particularly welcome applicants with diverse backgrounds and experiences. SEDU also considers it important to provide an inclusive work environment in which employees can also combine work with active parenting. In this particular employment category, the majority of applicants are men and therefore female applicants are particularly encouraged to apply.

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

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

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

Alternatively, you may send your written application to:

Swedish Defence University
Registrar’s office
Box 27 805
115 93 Stockholm, Sweden

In addition to your application, please provide a list of your ten most important publications in English or Swedish as well as a comprehensive list of all of your publications. Please note that the Swedish Defence University does not typically translate or publish work in languages other than these two. Please be aware that your ten selected publications will be submitted to the experts appointed to assess your application. Find more information [here](#).
Program Officer: Campaign to Stop Killer Robots, Mines Action Canada, Ottowa, Canada

Deadline: April 11, 2018

Position description: The Campaign to Stop Killer Robots is seeking to hire a Project Officer to undertake various administrative and digital communications tasks. Launched in April 2013 the Campaign is an international coalition of non-governmental organizations working to pre-emptively ban fully autonomous weapons. This dynamic coalition brings together disarmament campaigners, roboticists, academics, human rights activists and ordinary citizens who are working on the leading edge of efforts to protect civilians from future weapons.

This position will be based in Ottawa at Mines Action Canada, a co-founder of the Campaign to Stop Killer Robots. This position reports to the Program Coordinator of Mines Action Canada and works in close cooperation with the Campaign’s global Coordinator at Human Rights Watch in Washington, DC.

This position involves assisting the Campaign to Stop Killer Robots with various administrative, logistical and social media-related tasks as the coalition undertakes several new projects to scale up its activities at the national, regional, and international level.

Major Responsibilities:

- Campaign Grants: Implement a small grant scheme to support national outreach including: solicit, receive and log grant proposals; schedule and coordinate review and approval process; respond to applicants and arrange to transfer funds; receive and log expenditure reports; and monitor and report on the grant scheme and its impact.
- Membership: Help to expand and strengthen the Campaign’s network of non-governmental organizations including: identify and approach new organizations to join the Campaign; receive and process applications for approval; and promote Campaign actions.
- Public Inquiries: Respond to general inquiries and requests for information as appropriate. Draft template responses, distribute print and digital campaigning materials.
Logistics Support: Help campaigners requiring logistical assistance as they conduct international and regional outreach, including: booking travel; reserving accommodation; calculating and arranging payment of per diems; record payments and prepare financial reports; and assist with logistics at Campaign events as required.

Website Maintenance: Coordinate a process to overhaul the current Campaign to Stop Killer Robots website including: liaise with the designer/developer on the site migration and related work; and then regularly update and promote the site.

Digital Communications: Assist with the Campaign’s digital communications, including: maintain and update a contact database of campaigners and supporters; disseminate regular email updates on campaign activities via MailChimp; and help to produce and provide visual and written digital campaigning materials.

Social Media: Help the coordinator to manage the Campaign’s social media accounts, including: update and maintain YouTube channel and Flickr account; grow the Campaign’s social media presence and online engagement via its Facebook page, Twitter handle, and Instagram account; and look at other ways to promote the Campaign on social media.

Policy Recording: Assist the Coordinator’s monitoring of country positions, including: update and maintain country files on policy and practice on fully autonomous weapons.

Other Duties as directed by the Coordinator of the Campaign or MAC’s Program Coordinator.

**Education:** University degree in a relevant discipline.

**Experience:** A minimum of one year of relevant work experience is required.

**Mines Action Canada is committed to employment equity practices and welcomes applications from all qualified candidates with the legal right to work in Canada.**

**Related Skills and Knowledge:**

- Fluent in English and French, other languages an asset;
- Excellent communication skills, both oral and written;
- Concrete cross-cultural experience and communications skills;
- Familiarity with advocacy campaigns is desirable;
- Prior office or administration experience;
Strong, demonstrated organizational skills;
Attention to detail;
Creativity and ability to take initiative;
Capacity to work in a self-directed manner and demonstrated ability to work well within a team setting;
Demonstrated critical thinking and analytical skills;
Excellent computer skills including familiarity with MS Office for a Windows-based environment, spreadsheet (Excel) and database (Access) management, email and internet (html);
Skills and experience in using social networking and online communication tools (e.g. running a webinar, virtual meeting rooms, updating Facebook, Twitter, Instagram, YouTube, etc.);
Flexibility in moving from administrative tasks to more complex projects;
Ability to travel internationally;
Ability to complete work under tight time-frames.

Application Instructions: To apply by sending a résumé and a cover letter explaining your qualifications for this position to killerrobots@minesactioncanada.org by end of day, April 11, 2018. While we thank all applicants for their interest, only those selected for interviews will be contacted.

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

Deadline: May 6, 2018

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

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

**Qualifications**
- Master's degree (or equivalent) in Political Sciences, International Relations or a related field. Candidates may apply prior to obtaining their degree if all requirements have been fully completed. Candidates still in the middle of their MA studies will not be considered. Preference is given to candidates who have recently completed their Master’s degree.
- Fluency in French or English, bilingual fluency is a plus. If French is the stronger language, please note that a high level of proficiency in English is required for the position.
- Experience in government or policy research institutions is a further asset.

**Conditions**
- 3.5-month work experience with one-month probation period
- Monthly stipend of 750€
- Accommodation provided in the European quarter of Brussels
- Basic health insurance policy
- Travel reimbursement to and from Brussels (considered on a case-by-case basis)

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

- Two letters of recommendation (academic or professional)

**Submitting Your Application**

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

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

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

**Posted date:** March 5, 2018

**Position description:**

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

**Duties & Responsibilities**
Support when and as needed, in close collaboration with the implementing partner, the implementation of JSD activities in Niamey, Niger.

Work with implementing partners to ensure activities are implemented on schedule;

Coordinate the organization of operational meetings, dialogues, in-country trainings and other activities as needed by the JSD team;

In close consultation with the Country Officer, mentor and coach the dialogue implementing partner through the JSD process in Niger;

Review all technical and financial reporting from implementing partners, provide guidance as needed, and liaise with the Country Officer, to ensure timely submission of all required materials;

Observe and support project activities and cultivate relationships across Niger;

In close consultation with the Country Officer, continuously develop relationships with institutional and national-level stakeholders;

Provide regular detailed updates on JSD activities to the Country Officer and Regional Program Coordinator and DC team;

Perform systems mapping, data collection and empirical research that supports the JSD process and can feed into publications and the national-level policy discussion;

Support the Country Officer and Regional Program Coordinator in the development of reports, policy guidance, or political analysis as needed;

Coordinate with teammates and support the regional JSD network as needed;

Be available to travel at the national or regional level, as needed.

Perform other duties as assigned.

Qualifications:

- BA in relevant field (international relations, conflict resolution, human rights or development) or equivalent experience. MA an asset.
- 2 years’ professional experience in a similar role, in rule of law, security sector reform, peacebuilding or similar field in Niger.
- Experience of working closely with local communities, community-based organizations and local authorities in Niger.
- Highly developed interpersonal and soft skills, ability to build alliances and represent the project and organization with professionalism.
- Demonstrated experience in project management, event coordination and financial oversight and reporting;
- Strong interest in innovative and adaptive programming;
- Demonstrated project design, implementation, and monitoring & evaluation skills.
Fluency in French and local Nigerien languages is required. Working knowledge of English and other local languages is an asset.

Experience in building the capacity of others, and leading from behind is desired.

Proven ability to work independently and effectively, as well as work well as part of a team.

Willingness to travel within Niger, and to other project locations in the Sahel-Maghreb region, as required.

Willingness to work unsociable hours depending on the needs of the project.

**Application Instructions:**
To find more information on the application process click [here](#).

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

**Posted:** February 20, 2018

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

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

**Responsibilities:**
- Successfully complete all Justice and Security Dialogue activities in Senegal in a timely and effective manner: The Country Officer will ensure that all dialogue sessions as well as related activities are completed in a timely manner, achieving
project goals and in compliance with the principles of the JSD approach. He/she will oversee the organization of dialogues, in-country trainings and other activities as needed by the JSD process. Specific tasks will include monitoring and evaluation, overseeing local partners’ financial reporting, as well as supervising the Community Engagement Officer.

- Mentor, coach and build the capacity of participants from the local partner and the dialogue process: In close consultation with the Field Coordinator, the Country Officer will mentor and coach the dialogue implementing partner, stakeholders and Community Engagement Officer on the JSD approach. He/she will also review all technical and financial reporting from implementing partners, provide guidance as needed, and oversee the organization of in-country trainings and capacity building in Senegal.

- Build and maintain strong partnerships with local partners and stakeholders, key local and national government representatives: In close consultation with the Field Coordinator, the CO will continuously develop relationships with relevant institutional and national-level stakeholders. The CO will ensure that the partner organization is making progress in the JSD process, while fostering honest and equal partnerships. He/she will provide regular updates and analysis of current social, political and conflict dynamics in Senegal.

- Contribute to research, national strategy development, and monitoring and evaluation: The Country Officer will assist in systems mapping, data collection and empirical research on the JSD process that can feed into publications and the national-level policy discussion. He/she will support the Field Coordinator in the development of reports, policy guidance, or political analysis as needed, and provide regular, detailed, updates on JSD activities to the Field Coordinator and DC team. He/she will oversee the organization of consultative meetings, in-depth interviews, focus group discussions and other activities as needed by the JSD process.

- Coordinate country participation in regional events: Coordinate with and support the regional JSD network as needed. Guide and support all participants from Senegal to participate in regional activities. Build regional support for a collaborative model of policing.

Qualifications:

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

Application Instructions:
Find more information about the application process here.

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

Posted: February 20, 2018

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

Responsibilities:
Support when and as needed, in close collaboration with the implementing partner, the implementation of JSD activities in Bamako, Mali.

Work with implementing partners to ensure activities are implemented on schedule;

Coordinate the organization of operational meetings, dialogues, in-country trainings and other activities as needed by the JSD team;

In close consultation with the Country Officer, mentor and coach the dialogue implementing partner through the JSD process in Mali;

Review all technical and financial reporting from implementing partners, provide guidance as needed, and liaise with the Country Officer, to ensure timely submission of all required materials;

Observe and support project activities and cultivate relationships across Mali;

In close consultation with the Country Officer, continuously develop relationships with institutional and national-level stakeholders;

Provide regular detailed updates on JSD activities to the Country Officer, Field Coordinator, Program Coordinator(s) and DC team;

Perform systems mapping, data collection and empirical research that supports the JSD process and can feed into publications and the national-level policy discussion;

Support the Country Officer, Field Coordinator and Program Coordinator(s) in the development of reports, policy guidance, or political analysis as needed;

Coordinate with teammates and support the regional JSD network as needed;

Be available to travel at the national or regional level, as needed.

Perform other duties as assigned.

Qualifications:

BA in relevant field (international relations, conflict resolution, human rights or development) or equivalent experience. MA an asset.

2 years’ professional experience in a similar role, in rule of law, security sector reform, peacebuilding or similar field in Mali.

Experience of working closely with local communities, community-based organizations and local authorities in Mali.

Highly developed interpersonal and soft skills, ability to build alliances and represent the project and organization.

Demonstrated experience in project management, event coordination and financial oversight and reporting;

Strong interest in innovative and adaptive programming;

Demonstrated project design, implementation, and monitoring & evaluation skills.
Fluency in French and Bambara is required. Working knowledge of English and other local languages desired.

Experience of building the capacity of others, and leading from behind desired.

Proven ability to work independently and effectively, as well as work well as part of a team.

Willingness to travel within Mali, and to other project locations in the Sahel-Maghreb region, as required.

Willingness to work unsociable hours depending on the needs of the project.

Application Instructions:
Find more information about the application process here.


Posted date: March 30, 2018

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

Key Responsibilities

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

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

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

The principal investigator must fulfill at least the following criteria:

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

Application Instructions: Find more information here.
Senior Research Consultants (Conflict), Bondhi Global Analysis, Fieldwork Assignments in locations across Asia, Africa, MENA regions

Position description:

Bodhi Global Analysis is looking to build a network of research consultants, committed to producing sound, objective research and analysis. We are looking for senior research consultants with a PhD specialization in conflict and extensive experience of working on conflict issues, in particular conflict analysis, conflict prevention, conflict resolution, peacebuilding, conflict sensitivity, CVE assessments.

Qualifications:

- PhD in Peace and Conflict Studies, International Development, Politics, or a related field
- Experience of working on conflict issues, in particular conflict analysis, conflict prevention, conflict resolution, peacebuilding, and conflict sensitivity
- Strong writing skills; ability to draft high-quality analytical research reports
- Excellent quantitative and/or qualitative research skills — experience in research design and familiarity with range of research methodologies
- International field research experience in developing countries, especially in fragile and conflict affected states
- Demonstrable project management experience. Good organisational and planning skills and ability to work independently and as part of a team
- Previous experience of working for an international organisation desirable
- Strong interpersonal and communication skills
- Excellent English, both oral and written; additional language skills highly desirable, especially Arabic, French, Portuguese, Russian, and Swahili

Application Instructions:
Find more information on the application process here.

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

Position Description:

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

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

**Application Instructions:**
Find more information on the application process [here](#).

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

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

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

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

Responsibilities:

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

**Key Working Relationships:**
Position Reports to: Deputy Director, Education, based in IRC headquarters

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

Other Internal and/or external contacts:
Internal: Works directly with the Regional and Deputy Regional Director to ensure education programs are in line and supporting regional and country level priorities. Regular relationships with regional technical advisors in violence prevention and response, health, economic recovery & development, and governance technical unit teams. Works directly with country program coordinators and managers as well as country program leadership. .Interacts with IRC internal departments, including business development, external relations and advocacy departments.
External: Serve as IRC program representative in outside regional meetings and global meetings (as needed) and academic forums with donors, other non-governmental organizations, inter-agency groups and foundations. Engage regularly with partners, including academic partners, to ensure programmatic and research collaborations remain on track.

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

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

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

Language Skills: Proficiency in Arabic is highly desired.

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

Application Instructions:
For more information on how to apply, please click here.
Fellowships, Grants, Internships, and Academic Opportunities

UNAOC 2018 Fellowship Programme, United Nations Alliance of Civilizations

Deadline: April 8, 2018

Post Description:
The United Nations Alliance of Civilizations (UNAOC) is pleased to launch the Call for Applications for the 2018 edition of its Fellowship Programme. The Call is open to participants between 25 to 35 years old, from the Middle East, North Africa, Europe and North America, with a strong interest in intercultural exchanges. The theme of the Fellowship 2018 being “Fostering youth resilience to prevent violent extremism and build sustainable peace”, candidates must also be able to present professional achievements in these fields.

The Call will lead to the selection of a group of twelve young leaders from Europe, North-America (EUNA) on one end, and a group of twelve young leaders from the Middle East and North-Africa (MENA) on the other end. Participants from each geographic area will travel to their counterparts’ region for two weeks.

The goal of the Fellowship is to provide participants with first hand exposure to cultural diversity, while interacting with a wide range of local actors and partners. In every country they visit, participants will acquire crucial comprehension tools to help them understand the plurality of their host country’s culture, politics, society, religion, and media.

Eligibility Criteria:
To be eligible as EUNA candidates, applicants must be:

- Nationals from the United States, Canada, or a country member of the Council of Europe (plus Belarus)
- Born between January 1st 1983 and December 31st 1993
Fluent in English  
Working directly with youth in the field of peace-building and/or the prevention of violent extremism.  
In possession of a passport valid at least 6 months beyond June 2018 (January 1st 2019 and beyond)  
Available to travel for a period of 15 days in June or July 2018 as scheduled by UNAOC. Final dates will be confirmed 4 weeks before departure.  
Must not have participated in any UNAOC programme.  
APPLY AS A EUNA CANDIDATE - https://fellowship.unaoc.org/apply/fellowship-euna-application/

To be eligible as MENA candidates, applicants must be:

- Nationals from Algeria, Bahrain, Egypt, Iraq, Iran, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Qatar, Saudi Arabia, State of Palestine, Syria, Tunisia, United Arab Emirates, or Yemen.  
- Born between January 1st 1983 and December 31st 1993  
- Fluent in English  
- Working directly with youth in the field of peace-building and/or the prevention of violent extremism.  
- In possession of a passport valid at least 9 months beyond October 2018 (August 1st 2019 and beyond)  
- Available to travel for a period of 15 days in October or November 2018 as scheduled by UNAOC. Final dates will be confirmed 4 weeks before departure.  
- Must not have participated in any UNAOC programme.  
- APPLY AS A MENA CANDIDATE - https://fellowship.unaoc.org/apply/fellowship-menaa-application/

The jury will only evaluate applications meeting all of the above-mentioned criteria.

Evaluation and Selection

Candidates meeting all the eligibility criteria will have their application reviewed by a jury composed of UNAOC staff, experts working in the fields of youth development, peace-building and the prevention of violent extremism.
The jury will be looking for candidates with strong interest in learning more about other cultures and societies. To be selected, participants should also express their motivation in developing cross-cultural collaboration with peers and partners from different countries.

The jury will also be assessing professional accomplishment in the fields of youth development, peace-building and the prevention of violent extremism, and will look for applicants with a potential in shaping opinion and taking strong initiatives within their community.

The jury will also make sure that the final selection is:

- Gender balanced
- Region balanced between participants from North America, Europe, North Africa and the Middle East
- Limited to two participants per country
- Professionally balanced with no more than a third of participants working in the same sector or industry.
- To preserve the above-mentioned balance and to ensure the quality and diversity of participants, the selection jury will select the next highest scoring candidate to replace the lowest scoring redundant candidate.

Shortlisted candidates may be contacted for a short Skype or phone interview.

**Application Instructions:**
Please submit your complete application no later than Sunday, April 8th, 2018 at 11:59 PM EST

- Only fill in the following application if you meet all the eligibility criteria mentioned above
- The application is to be completed in English only
- The application is to be completed truthfully and in its entirety
- Make sure to attach all the documents required
- Resume must be in English
- Do not attach anything else but the documents required
- Only complete applications meeting the eligibility criteria and submitted before the deadline will be considered.

Find more information [here](#).
Arms Division Intern, Human Rights Watch, Washington, DC

Deadline: April 16, 2018

Position description: The Arms Division of Human Rights Watch ("HRW") is seeking an intern for the summer of 2018. Ideally, the candidate will be available beginning in May 2018 until August 2018. Dates and hours are flexible.

Created in 1992, Human Rights Watch’s Arms Division works on weapons of humanitarian concern and to promote compliance by all with international humanitarian law. Currently, the Arms Division works to ensure implementation of humanitarian disarmament instruments like the Mine Ban Treaty and Convention on Cluster Munitions. It coordinates the Campaign to Stop Killer Robots, a global coalition working to preemptively ban lethal autonomous weapons systems. On behalf of Human Rights Watch, the division is centrally involved in the International Network on Explosive Weapons, which seeks to address the harm caused by the use of explosive weapons in towns and cities of Syria, Yemen, and other countries.

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

Responsibilities
The intern will focus on a variety of projects relating to the Arms Division initiatives. The intern will learn and be exposed to:

- Tracking and identifying cluster munition and incendiary weapons attacks in Syria;
- Collecting and reviewing information pertaining to treaty compliance;
- Media monitoring; and
- Contributing to advocacy work.

Other desk research and writing projects may be assigned depending on the intern’s interests and abilities.
**Qualifications:** Applicants must be enrolled undergraduate (junior or senior standing preferred) or graduate students for the duration of the internship term. Applicants should be well-organized, self-motivated, and reliable with a strong interest in international human rights. Relevant coursework and previous desk research experience is desirable. Knowledge of a second language, particularly Arabic, is a plus. Computer skills (i.e., Microsoft Office and internet applications) are required.

Applicants who are offered an internship, but who are not US permanent residents, US citizens, or in possession of a valid student visa, must apply for a J-1 visa through a sponsoring organization. This process can take several weeks and applicants will have to incur their own costs.

**Equal Opportunity Employer**
Human Rights Watch is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

**Application Information:** Find more information [here](#).

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

**Deadline:** April 18, 2018

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

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

National Security Affairs Department. The NSA Department is one of the college’s three core academic teaching departments and is comprised of a blended faculty of scholars and practitioners engaged in a wide range of teaching, research, and outreach. You can learn more about the NSA Department at our webpage: https://usnwc.edu/Faculty-andDepartments/Academic-Departments/National-Security-Affairs-Department Responsibilities. This postdoctoral teaching and research fellowship is a one year (up to 13 months) in-resident appointment beginning July 2018 and is renewable by the NSA Department for a second year. Teaching requirement is two seminar sections (single preparation with only 14-16 students per section) within the common core Theater Security Decision Making (TSDM) course that runs for approximately thirteen weeks beginning in mid-August. Postdoctoral fellows may also opt to offer an elective class in one of their areas of expertise, but this is not a requirement of the position. Scholarly research conducted pursuant to the fellowship should contribute to the field of security studies. Expectations are high in both teaching and research.

Qualifications. Qualified candidates must have a relevant and recent Ph.D. or have successfully defended their dissertation at the time of appointment. Examples of relevant Ph.D. concentrations include international relations, regional studies, foreign policy analysis, U.S. foreign policy, or leadership studies. Additional desirable qualifications include teaching experience and a publication record that demonstrates a promising scholarly agenda. Ph.D. candidates who will be completing by July 2018 are encouraged to apply. This position is open only to U.S. citizens.

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

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

DAAD/AICGS Research Fellowship, Washington, DC

Deadline: April 15, 2018

Post Description:
The DAAD/AICGS Research Fellowship Program, funded by a generous grant from the Deutscher Akademischer Austauschdienst (DAAD), is designed to bring both senior and junior scholars and specialists working on key issues of central importance to the German-American relationship to AICGS for research stays of two to three consecutive months each. Fellowships include a monthly stipend of up to $3,820 (depending on the seniority of the applicant); transportation to and from Washington; financial support for research-related travel within the United States and Canada, to the seven DAAD Centers for German and European Studies, for up to a week; and office space at the Institute.

Responsibilities:
During their tenure, DAAD/AICGS Research Fellows will be expected to present their research results at a workshop to the broader Washington, DC, policy community and produce a short analytical essay that will be published on the AICGS website and distributed via the Institute’s targeted analysis newsletter, The AICGS Advisor. AICGS welcomes applications from individuals at academic institutions, think tanks, and public policy and research organizations. The fellowship is open to

Qualifications:
- Applicants must be either German; or non-German and working permanently in Germany or currently at one of the DAAD Centers for German and European Studies across the globe.
- Applicants should be of junior or senior status. Junior applicants must have completed or currently be working on a PhD. Only in exceptional cases will fellowships be awarded to applicants with an MA, who are not PhD students.
- All application materials MUST be submitted in English and received by AICGS by the deadline to be considered for fellowships in the specified period.
• Individuals who have received a grant or other support from the DAAD within three years of the starting date of the fellowship are not eligible to apply. This does not apply for applicants affiliated with DAAD Centers for German and European Studies.

Application Instructions:

• There is no formal application form. To apply for the DAAD/AICGS fellowship program, please submit the following materials electronically, combined in one PDF file:
  • A brief cover letter; please indicate your citizenship/eligibility in the cover letter and how you have heard about the fellowship
  • A curriculum vitae, with a list of publications (if relevant)
  • A project proposal (5-7 pages, double-spaced) outlining in clear, concise terms the substantive thrust of the research and its relevance to the AICGS mission, the reasons for carrying it out at AICGS and in Washington, DC, the timeframe of the fellowship at AICGS, including dates and length (two or three months). Since the fellowship provides funds to travel to other regions in the U.S., an outline about how the travel funds will be used should be included as well.
  • Two recent letters of reference (only for PhD students and recent PhDs (received in the last five years).
  • Successful applicants must be proficient in the English language. We recommend that non-U.S. applicants submit the results of a recognized English language proficiency test (TOEFL or IELTS) with their application if the test was taken within the last 12 months.
  • Applications will be reviewed by a selection committee and AICGS will conduct interviews (in person or via video-conference) with select applicants.
  • Find more information on the application process at https://www.aicgs.org/job/daad-aicgs-research-fellowship-in-2018/

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

Deadline: April 20, 2018

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

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

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

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

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

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

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

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

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

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

**Deadline:** April 30, 2018

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

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

Harry & Helen Gray/AICGS Reconciliation Fellows will be expected to produce a short analytical essay that will be published on the AICGS website and distributed via the Institute’s email newsletter, The AICGS Advisor. AICGS will also provide the
opportunity for a public presentation of the fellows’ work to the broader Washington policy community.

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

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

Qualifications and Applications Procedure

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

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

**Application Instructions:**

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

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

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

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

**Deadline:** April 30, 2018

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

- Harry & Helen Gray/AICGS Reconciliation Fellows will be expected to produce a short analytical essay that will be published on the AICGS website and distributed via the Institute’s email newsletter, The AICGS Advisor. AICGS will also provide the opportunity for a public presentation of the fellows’ work to the broader Washington policy community.

- AICGS seeks to expand its work on reconciliation by offering new perspectives on German and Japanese reconciliation in their respective regions and by enriching the debate in the U.S. about sustained or constrained reconciliation on the part of its European and Asian allies. The fellowship is designed to bring two scholars or practitioners (one from Europe and one from Asia) to the Institute to work on topics concerning reconciliation and foreign policy.

- Geared toward a younger generation, the fellowship seeks to increase awareness that as generations change, history is converted from personal experience to collective national history. The fellowship allows European and Asian fellows to examine together thorny and complicated issues regarding the role of reconciliation in their countries’ foreign policies. AICGS will provide the neutral forum for such examinations in which European and Asian scholars can learn from one another.

Qualifications:

- Applicants must be citizens of Germany or of other European countries; citizens of Japan, China, or the Republic of Korea working on German or Japanese international reconciliation.

- Applicants should be 40 and under at the time of application.

- The fellowship is open to practitioners as well as to PhD candidates and post-doctoral fellows.

- All application materials MUST be received by AICGS by the deadline to be considered for fellowships in the specified period.

Application Instructions:

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

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

The Center for a New American Security (CNAS) seeks to hire a Fellow/Senior Fellow to join the Defense Strategies and Assessments Program, with a focus on aerospace studies. Candidates with prior real world, operational experience in defense and aerospace issues are strongly encouraged to apply. Please note that this is not an area studies position. The position requires significant policy and force structure analysis, extensive writing for publication, project management, and interaction with high-level domestic and international military and government officials, business leaders, and the media. The following is an overview of primary responsibilities; other tasks may be required, and responsibilities will vary over time.

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

Project Design, Management, and Implementation
○ Conceptualize new research projects and potential sponsors.
Plan, manage, and coordinate research projects in coordination with CNAS research, business development, publications, and external relations teams.

Draft proposals and grants to generate new projects in coordination with relevant CNAS staff.

Research, draft, and edit project reports and assessments.

Supervise project implementation, ensuring projects meet funder requirements to deliver high-quality products on time and on budget.

Design and manage research and policy events.

Travel as necessary to fulfill project requirements.

Establish and maintain relationships with project funders and principle constituents.

Liaise with critical domestic and international government officials, policymakers, advisors, and business leaders.

Conduct briefings, presentations, and outreach to key audiences in coordination with CNAS external relations team.

Represent CNAS in the defense and aerospace communities.

Advance CNAS’ mission of delivering principled, pragmatic national security solutions.

Formally and informally mentor the next generation of national security leaders at CNAS.

Engage in personnel recruitment, including interview participation.

Work with CNAS’ business development team and other research teams to develop and mature relationships with program-specific and institutional funders.

Provide constructive feedback on and critiques of CNAS research publications.

Collaborate with other CNAS research and operations teams to advance the institution’s mission.

Staff CNAS activities and events as required.

Fulfill other duties as required.

Prior real world, operational experience working on defense and aerospace issues strongly preferred.

Advanced degree in related subject and demonstrated expertise on defense aerospace issues.

Project management experience in developing and implementing work plans, supervising, supporting, and working collaboratively with others.
Experience with military and Defense Department organizations, operations, and research resources.

o Strong verbal and written communications skills, including the ability to write, brief, and present complex topics to both expert and non-expert audiences.

o Ability to run meetings and workshops that bring together a diverse array of high-level stakeholders with competing interests for collaborative, professional, and productive conversations.

o Strong analytic skills, especially with regard to judging the quality of data and competing information sources.

o Strong writing skills, with the ability to draft complete written products of varying lengths without oversight, engage in rigorous and detail-oriented self-editing, and constructively edit others’ work for substance, style, and presentation.

o Takes initiative and has a track record as a self-starter. Can deliver high-quality work on time without supervision.

o Strong multitasking, time management, and prioritization skills. Can juggle multiple projects and competing priorities.

o Willingness to maintain confidentiality.

o Must be a U.S. citizen.

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

About CNAS
The Center for a New American Security (CNAS) is an independent 501(c)3 non-profit research organization dedicated to developing strong, pragmatic and principled national security and defense policies. Building on the deep expertise and broad experience of its staff and advisors, CNAS engages policymakers, experts and the public with innovative, fact-based research, ideas and analysis to shape the national security debate. CNAS is located in Washington, D.C.
To Apply
CNAS is accepting online applications only. Candidates must apply online using this link: https://cnas.bamboohr.com/jobs/view.php?id=9

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

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

AICGS American-German Situation Room, Washington, DC

Deadline: Rolling basis through Fall 2018

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

Application Instructions:
- If you are interested in the “American-German Situation Room” and are an expert in your respective field, please submit the following to Ms. Franka Ellman (fellman@gmfus.org).
- A resume;
- A cover letter which explains your motivation and interest in German-American relations and provides details about the time frame/potential starting date as well as what you would focus on while in Washington, DC (and possibly other parts of the United States) and whether you require travel grant assistance.
Ashoka, Latin America Intern, Arlington, Virginia

Posted: March 5, 2018

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

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

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

Application Instructions:
For more information on how to apply please click here.

Postdoctoral Research Associate – Program on Science and Global Security, Woodrow Wilson School, Princeton, New Jersey

Position Description:
The Program on Science and Global Security at Princeton University is seeking candidates with backgrounds in physics, engineering, or other relevant fields to fill one or more Postdoctoral Research Associate positions for technical and policy research on nuclear arms control, disarmament, nonproliferation and nuclear energy and related challenges such as cyber-security. Appointments are for a 12-month term, starting in September 2018 or an earlier agreed date, with the possibility of renewal, contingent on satisfactory performance. Salary will be determined based on experience and
accomplishments. This position is subject to the University's background check policy.

**Qualifications:**
A Ph.D. within the past three years is required.

**Application Instructions:**
Please submit online a cover letter, a relevant writing sample, a curriculum vita, and the names and contact information of two individuals who can provide letters of reference. The cover letter should include a one-page research proposal. Applications can be submitted at https://puwebp.princeton.edu/AcadHire/apply/application.xhtml?listingId=1521.

**Gender Equality & Social Inclusion Intern, World Vision Inc., Washington, D.C.**

**Position Description:**
Are you passionate about gender equality and social inclusion (GESI)? Do you want the opportunity to apply your Global Studies and gender related coursework to real-world projects? World Vision is seeking dynamic and creative individuals to join the Gender Equality and Social Inclusion Team! The GESI Intern will be responsible for writing and editing of internal communications about gender equality and disabilities, supporting the operation of the WVUS GESI taskforce, staff training, new program development processes and the roll out of the minimum standards for gender equality and social inclusion mainstreaming.

**Major responsibilities:**
- Support the writing, editing and updates of internal and external communication about GESI.
- Research existing practices in GESI mainstreaming.
- Support new program development processes through research and integration of GESI principles in programs.

**Learning objectives:**
- Learn how to put GESI concepts into practice.
- Learn best practices for GESI mainstreaming.
- Learn how a large international development and humanitarian aid organization mainstreams GESI across programs.
In return we will give you the opportunity to gain knowledge and understanding of how a large non-profit functions. You will receive support and mentorship from World Vision management and team leaders. You will have the opportunity for networking and informational interviews with staff at all levels, which can possibly help you in determining future career paths. You will be part of a dynamic departmental team, attend appropriate departmental meetings, and other activities that will be enhancing our team capacity to better serve children worldwide!

*Please Note - interns will not have the opportunity to travel internationally.

**Qualifications**
- Taken relevant courses in International Relations, International Development, Gender Studies, Gender & Inclusion or Disabilities
- An understanding or interest in humanitarian efforts with relation to gender equality and social inclusion
- Strong written and verbal communication skills
- An interest in conducting research and writing literature reviews related to humanitarian issues
- Experience with data analysis and social science research methodology

**Required Experience**
- Excellent writing and research skills
- Completion of undergraduate degree with work towards a graduate degree
- Available 20-29 hours a week for a minimum of 10 weeks
- Proficient in Microsoft Office
- Language skills a plus
- Attention to detail and strong analysis skills
- Good interpersonal skills
- Eligible to work in the United States (US citizen/resident or F1-student visa)

**Application Instructions:**
For more information on how to apply, please click [here](#).

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

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

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

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

**Learning Objectives:**
1. Student will learn about service plans and the essential steps of setting up new refugee families for success in San Diego.
2. Student will learn about the U.S. Refugee Admissions Program and the resettlement process.
3. Student will learn more about the populations of refugees making San Diego their new home.

**Start Date:** June 2018

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

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

Application Instructions:
To learn more about this opportunity, please click here.

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

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

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

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

The major responsibilities of this position will include (but are not limited to):
- Helping to draft press releases and media advisories
- Fielding public inquiries about CFR and media requests for experts
- Tracking and recording media mentions of CFR publications
- Assisting staff and press at on-the-record events and other projects as needed
- Conducting research on relevant journalists
- Qualifications
- Undergraduate or graduate student majoring in communications, journalism, or international relations
- Previous customer service experience a plus
Volunteer Internship, Publishing Business, Summer 2018, Council on Foreign Relations

Position Description:
The major responsibilities of this position will include (but are not limited to):
- Researching marketing and sales opportunities for the magazine in higher education, including corresponding with educators who use Foreign Affairs in the classroom
- Organizing special mailings of Foreign Affairs for publicity purposes
- Assisting with financial operations of the magazine, researching web usability and marketing strategies
- Assisting in ongoing social media and digital marketing efforts for the brand, develop and report on search engine marketing campaigns

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

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

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

**Application Instructions:**
For more information on how to apply click [here](#).

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

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

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

**Application Instructions:**
For more information on how to apply please click [here](#).

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

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

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

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

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

Oversee and execute digital marketing efforts (website, website contract/vendor and digital marketing, social media strategies)
Utilize strong analytical ability to optimize online customer experience across multiple channels and customer touch points, while maintaining consistency of brand image, identity and message.
Create and update website content, create landing pages to support outreach efforts
Test websites (public site and intranet) across browsers, operating systems and devices
Review and interpret website and digital marketing analytics
Make recommendations for overall website and digital marketing performance based on analytics and trends in non-profit and human rights as well as related industries
Provide planning expertise for evolution of websites and digital marketing efforts
Keep abreast of new web technologies and digital marketing trends; implement these new technologies into campaigns

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

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

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

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

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

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

**Key Responsibilities**
The selected candidate will work in a vibrant, global and young environment. S/he will have the opportunity to contribute to the activities of SAHR and to participate in the improvement of SAHR’s outreach and visibility work. Main tasks will include, among others, support to:
- Developing fundraising strategies and proposals
- Identifying key funding priorities and funding sources and, develop high quality proposals
- Develop a mechanism for tracking funding needs, grants and proposal development
- Create long-lasting donor partnerships
- Compile and maintain a database of local and international donors, foundations, private donors, local and international women’s rights groups
- Compile thorough research for the organisation
- Consistently monitor donors’ websites and new calls for proposals
- Inform the other team members about suitable calls for proposals in relation to ongoing activities of the organisation and its set goals
- Maintain a database of successfully funded projects in the region and derive a list of potential partners that could be contacted for future collaborations
- Write concept notes, grants and full project proposals
- Present innovative ideas to the rest of the team and answer to their questions
- Participate in phone/skype/zoom calls as needed
- Participate and support all the activities organized and promoted by the organisation

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