



International Center for Conciliation

P.O. Box 15001 Boston, MA 02215 617.353.4428 www.centerforconciliation.org

JOB DESCRIPTION

Job Title: International Fellow/ Senior Advisor to Justice and History Outreach Project in Cambodia for the International Center for Conciliation, a tax-exempt non governmental North American organization

Reports to: Executive Director

Stipend: Small yearly stipend and travel expenses

Duration: Minimum of one year stay in Cambodia beginning with two weeks in Boston - August'09

SUMMARY: International Fellow/Senior Advisor works with the International Center for Conciliation team (country staff, peer fellows, consultants, and interns) and external parties (civil society actors and international funders) to organize the various components needed to successfully initiate, run, and conclude the Justice and History Outreach Project in Cambodia. He/she will offer intellectual leadership of the program, ensure the smooth running and culmination of the program, and ascertain the quality of theoretical approach as well as the practical impact of efforts of the Center. This is a tremendous leadership opportunity for a graduate student who is interested in strengthening program and managerial skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Organizational/Administrative

- Serve as key liaison for ICfC between Boston and Cambodia;
- Offer management oversight to project coordinator and guide project development of the Justice and History Outreach Project (in partnership with Youth for Peace);
- Participate in visits to project work in rural areas;
- Serve as a co-facilitator at ICfC-sponsored workshops on conflict resolution and Historical Conciliation;
- Assist with the collection and organization of information involved in project field work;
- Maintain project focus on Historical Conciliation and the relationship between history, memory, identity, and conflict;
- Maintain strong relationships with all partner organizations as well as donors;
- Attend regular meetings of the Khmer Rouge Tribunal outreach and mental health communities;

- Ensure quality of projects and prepare and submit in a timely fashion project reports and financial reports;
- Contribute to the ICfC newsletter and website content; and
- Assist in the management of finances, including wire transfers and distribution of ICfC funds to staff.

QUALIFICATIONS:

Education and/or Experience:

- Master of Arts in social sciences (history, anthropology, political science, international relations, peace and justice programs and related fields)
- Familiarity with basic literature relating to identity-based conflict, conflict resolution, ethnic identity, and role of historical memory in conflict.
- Strong preference will be given to candidates with experience in a non-profit organization or governmental agency in the area of peace-building, human rights, social and transitional justice, or conflict resolution and to those who have mediation or conflict resolution training and/or experience as facilitators or trainers.

Skills/Abilities:

- Be an organized and motivated self-starter with strong collegial and time management skills;
- Have a strong track record in writing, having written on topics related to historic memory, conciliation after conflict, transitional justice, ethnic identity and/or conflict resolution;
- Have excellent written and verbal communication skills and self-confidence to ensure effective and tactful communication and representation of the Center towards partner organizations, as well as the public;
- Demonstrate good work ethic, be dependable, and reliable;
- Demonstrate ability to empathize and communicate comfortably with people of diverse backgrounds;
- Demonstrate good leadership and team-building skills and be comfortable with the responsibility of coordinating a team of staff, interns and consultants;
- Be able to multi-task, work with composure and flexibility in accordance with changing deadlines, be an integral part of the team and have a sense of humor; and
- Have some experience in publishing, public relations, and office administration.

Language skills

- Fluency in written and spoken English. Ability to write reports and proposals with conformance to the prescribed style and format. Ability to write analytical and op-ed articles and papers. Ability to effectively present information and respond to questions from government entities, staff, fellows, as well as sponsors, partner organizations, and the general public.

- Good spoken and written command of Khmer is preferable, although not necessary.

Work Environment: The International Fellow will live in Phnom Penh and travel throughout rural Cambodia. Previous travel in South and Southeast Asia is a plus.

APPLICATION

To apply for this Fellowship, please email an application package to icfc@centerforconciliation.org with the subject of "JHO Fellowship Application." The application package should include:

A. ICfC Fellowship Application Info Sheet

Must contain, in this order:

1. Name
2. Email address
3. Daytime phone number
4. Postal address
5. List of completed degrees
 - In the format: Degree, Year, Subject, School (example: MA, 2006, Post-Conflict Strategies, Tufts University)
6. List of published/submitted articles
7. List of references
 - In the format: Name, email address, phone number, affiliation, your relationship context;

B. Cover Letter;

C. Resume; and

D. Copies of two articles/essays you have written on topics related to historic memory, conciliation after conflict, transitional justice, ethnic identity, and/or conflict resolution.