

CARE USA Jobs Newsletter

February 22, 2008

CARE is committed to the principles and practice of equal employment opportunity and believes in excellence through diversity. All applicants for positions at CARE will be uniformly considered based upon their qualifications, including knowledge, skills, abilities and experience. CARE will apply consistent and fair recruitment and hiring practices to ensure that all applicants -- regardless of gender, race, ethnicity, national origin, religious beliefs, sexual orientation, age, marital status, disability, or social-economic status -- will have an equal opportunity for job openings and promotions. CARE is an Equal Opportunity and Affirmative Action Employer dedicated to workplace diversity.

To apply, click on the links below or visit www.careusa.org/careers. If you would like to be added to the email distribution list please email erecruitment@care.org. Please note it may take up to one week to be added or removed from the distribution list.

FELLOW - PROGRAM AND POLICY ANALYSIS

CARE Peru seeks to address the causes of poverty, inequality and exclusion based on three strategic objectives: 1) poor people increase their incomes through access to sustainable economic activities; 2) poor and excluded people develop their human and social capital, improving their access to health, education, nutrition and water and sanitation services; and 3) democratic institutions are strengthened at local and regional levels. We implement three types of program interventions: 1) development of innovative experiences and new models that generate proven impact; 2) support for the replication and dissemination of these proven models by government institutions and other actors; 3) advocacy for the definition and implementation of public policies. This role will be particularly important in helping CARE Peru put into practice this last role, which is key for scaling up the level of CARE's programmatic impact in Peru. The Program and Policy Analysis Fellow will work closely with two (2) of CARE Peru's seven (7) Programmatic Teams to conduct research and analysis of program results and public policies and develop policy recommendations; interact with representatives from other organizations and different levels of government; and present the results of his/her work to the SMT in order to develop positions on specific issues. While there will be close coordination with the ACD Program and the coordinators of these Programmatic Teams, the Fellow will be expected to show significant initiative and capacity to lead, from within, the development of policy positions and the design of key programmatic proposals. Duties include: Analyzing specific public policies and current government programs in the two focus areas of the economic development model and IWRM, in collaboration with other CARE staff and consultants. This could include research such as on the impact of the Free Trade Agreement on poor households; assessment of Government efforts to expand water services in smaller harder to reach communities. Formulating specific policy recommendations for advocacy interventions at the national or regional levels, based on the field experience of CARE and its partners. Working with the Economic Development and IWRM Programmatic Teams in the further development and implementation of their advocacy strategies, in close coordination with the Program Director. Developing funding proposals for advocacy initiatives to continue these programs. Conducting training to CARE staff on financial and data analysis, and on design of advocacy and scale-up initiatives. Requirements: Master's in International Development, Public Health or related field. The ideal candidate would be either a recent graduate from a Master's program (or CARE HQ) with 2 or 3 years of experience in development (overseas experience would be highly preferable, but not required), or someone from another Country Office with program and some advocacy experience. Spanish - High level. Verbal and written communication. Policy analysis and formulation of policy recommendations. Program design, monitoring and evaluation. Cross-cultural sensitivity. Team work. Adaptability.

COUNTRY DIRECTOR

CARE is seeking a Country Director for Burundi, a small central African country that has suffered from poor governance and instability, and has recently transitioned through democratic elections for the first time in its history. A young democratic country where poverty has been nurtured by conflict, war, discrimination and poor governance, it is a perfect opportunity for an NGO like CARE to make a difference. CARE Burundi has a solid yet compact program portfolio addressing women's empowerment as well as education and governance. Economic development and diversification from an agricultural-based economy is critical for the future of the country. Conflict mitigation, addressing discrimination and ensuring constant learning and reflection are CARE Burundi's main strategic directions. The vision and mission is as follows: Nous vivons dans un Burundi où la confiance mutuelle règne et la jouissance équitable des droits sont garantie pour tous. Grâce à la valorisation de l'expertise des communautés, CARE et ses partenaires comprennent mieux les disparités dans la société burundaise pour maximiser l'impact de sa contribution au rétablissement de la confiance mutuelle et au développement équitable. In general, CARE's country directors must have the following qualifications: Bachelor's degree in a relevant discipline Demonstrated leadership and management skills in a very complex international setting Demonstrated experience in program design, implementation and evaluation Experience in emergency-related activities Ability and interest in coaching and developing staff Demonstrated cross-cultural communication skills Strong financial knowledge and experience, including complex budget management and donor compliance & reporting Experience in cultivating and maintaining partnerships & collaborative relationships with national & international NGOs as well as with donors & government counterparts. Given the country's history, you must also have significant experience in gender and diversity as, in a country with such a past, each citizen has been touched by conflict and discrimination, so understanding differences is critical within programming and organizational management.

Burundi is not politically important for many donor countries, so fundraising needs a creative approach. Also given the size of the country and the way things function active participation and representation amongst the NGOs, government ministries, UN and donor community is a critical role of the CD. French language skills are required. Bujumbura is currently an accompanied post but not necessarily for children, due to the poor quality of health services and limited educational opportunities. Burundi is a family posting however international quality schooling only exists in French for primary aged children. A small family run missionary school is available for English language. Health care is limited and emergency services poor. For serious illness treatment is recommended in Nairobi a short flight away. Do you meet the above qualifications? Are you creative and highly motivated? Are you willing to work with a young team of motivated and inspirational staff and partner organizations to move forward in ensuring that Burundi is a country of mutual trust and development for all? If so then this is the post for you. She has the power to change her world; you have the power to help her do it. Use your power and apply today!

SAFETY AND SECURITY OFFICER

Description S/He will assess the current security situation and CARE North Kivu's capacity to deal with it and ultimately set up systems and procedures that ensure the protection and well-being of CARE International personnel who work under circumstances that are frequently difficult, dangerous and sometimes life-threatening. Ensure all reasonable steps are taken to safeguard CARE's assets and operations. The main responsibilities of this position are:

- Safety and Security Management
- Communication Transportation Knowledge management Training Technical Competencies
- Qualifications and / or experience in professional security related fields, including in communication equipment
- Demonstrated skills in operations planning and analysis.
- Strong assessment, evaluation, analysis and strategic planning skills
- High level of experience in developing security related technical

tools guidelines and systems · Fluency in French, proficiency in English and Kiswahili desirable. Preferences · Minimum 5 years humanitarian aid experience.

PROGRAMME DEVELOPER COORDINATOR

Description CARE is a leading humanitarian organization fighting global poverty. We are seeking an experienced Programme Development Coordinator to work in one of our emergency programmes. This position is responsible for organizing and leading assessments and providing the conceptual and writing skills needed to write concept papers and proposals with which to secure funding for emergency programmes. The main responsibilities of this position are Responsibilities and Tasks 1. Proposal Design and Writing 2. Donor and Sector Awareness 3. Information Management Technical Competencies · Capacity to work in a multi-sector team, including coordinating technical input into proposals · 5 years humanitarian aid experience with experience in assessments, proposal writing skills under strict deadlines · Ability to work rapidly with staff in the field directly and HQ staff remotely in writing and where necessary revising proposals. · Familiarity with requirements of key humanitarian donors and capacity to work in a multi-donor environment, including DFID, ECHO, OFDA, AUSAID, USAID and CIDA. · Good program design skills, including capacity to prepare logical, coherent and consistent documents including log-frames. · Excellent French and English language skills.

FELLOW - M&E ADVISOR

The Monitoring and Evaluation Fellow will take on a key roll in leading the efforts to professionalize the Design, Monitoring and Evaluation (DM&E) unit of the Country Office (CO). This will require providing leadership and guidance to the concerned department staff as well as senior management as a whole. This position will play a very important role in the country office at a time when we are committed to significantly improving M&E systems as well as looking more seriously at impact and learning issues. This position would benefit from a resourceful, motivated person keen to work in a difficult environment but where they will be appreciated and given the freedom to be innovative and pursue positive outcomes benefiting the entire Country Office. Regarding DM&E, the efficient monitoring and documentation of program impact is high on the CARE agenda. We anticipate that this input will also contribute to improved program quality and more effectively fighting poverty. Duties include: Support and streamline the use of strategic M&E planning tools within projects: Work with the DME Coordinator and key DM&E staff to ensure that existing and proposed project designs have clear logical frameworks, defined monitoring plans, including indicators that accurately reflect project logic, appropriate baseline surveys, etc, and that these various M&E components are adequately connected. Ensure that staff are aware of and using CARE formats and concepts. Strengthen current projects' data and information collection methods: Work with the DME Coordinator and key DM&E staff to develop (participatory) tools and formats for their projects to measure indicators and obtain needed information on other monitoring/performance questions, especially those related to rights issues; and support staff capacity building in the use of the methods. Improve analysis and use of M&E info at project and CO level: Build capacities and systems to enable projects and the CO to translate M&E data into useful information for making well-informed decisions. Specifically, strengthen and streamline project and CO level data management and analysis systems and skills. Facilitate organizational changes needed to support improved M&E: Lead the development of project CO M&E guidelines. Assist projects to build in mechanisms for critical reflection on their project performance, for developing lessons learned, and for communicating key M&E outcomes and findings toward promoting organizational learning. Assist in the conceptualization of how M&E systems will change as we shift towards a program approach. Requirements: Masters degree (HR professional); preferably with DM&E experience Minimum five years of experience in HR management in an International setting; preferably experience in other CO HR operations

Policy analysis and formulation of policy recommendations
Statistical and financial analysis
Cross-cultural sensitivity
Team work
Adaptability
Facilitation

DEPUTY REGIONAL DIRECTOR PROGRAM QUALITY

The Deputy Regional Director for Program Quality (DRD/PQ) oversees program quality in country offices (COs) within the Asia region. Responsibilities include the design, implementation and impact measurement of programs. The DRD/PQ works with regional program staff to ensure that CO's are designing and implementing programs that support current organizational priorities and are in line with policies and standards developed by CARE's Program Quality and Impact Group. S/he leads efforts in the region through which COs adopt a "program approach," including working with individual COs to make the shift from projects to programs. The DRD/PQ ensures that COs can demonstrate that their programs are achieving impact against agreed-upon indicators and that the impact is being measured and reported. The DRD/PQ monitors programs on a regular basis, providing feedback, support, guidance and advice, as required. S/he facilitates technical assistance to COs as needed, as well as arranges for regional training in priority areas. In addition, the DRD/PQ ensures knowledge-sharing and learning related to programming across the COs, between the region and the rest of CARE International and with other stakeholders. S/he liaises closely with other parts of CARE, and stays informed of programmatic developments around the world. The DRD/PQ coordinates the activities of the regional program staff, ensuring that these staff are working in a coordinated manner that meets the requirements of the COs. Requirements: Masters degree in a relevant field
Five years experience in program design, program oversight and evaluation
In-depth experience in management of development programs
This position is based in Bangkok, Thailand and reports to the Regional Director for Asia. She has the power to change her world; you have the power to help her do it. Are you ready to make a difference? Use your power and apply today!

FELLOW - INTERNAL LEADERSHIP FACILITATOR

In order to realize our mission, deepen our impact and remain relevant in Bangladesh, CARE recognizes that it needs to undergo critical change. The shift from a focus on projects to long term programs aligned towards the achievement of long term impact visions implies a huge adaptive change for CARE Bangladesh. The Internal Leadership Fellow will be the center of facilitating that process. The Fellow will be encouraged and authorized to support program teams in creating contemplative space and reflective practice in their work which will serve as practice in the art of leadership. Finally, the Fellow will be a key member of CARE Bangladesh's Program Management and Coordination Team and have the opportunity to use creative ideas to enhance the effectiveness of this team. Duties Include: Facilitate the recognition and development of leadership competencies among a critical number of staff that enable them to aid critical change processes at CARE Bangladesh To support the creation of space for (and appreciation of) dialogue and reflection that contributes to greater organizational accountability toward deepening and measuring the impact of our work Support specific shifts in processes and systems that will contribute to the transition to a future of long term programming in one particular region of CARE Bangladesh Requirements: Masters degree
Technical experience or expertise will be useful in any of the following areas: organizational and leadership development; knowledge sharing and organizational learning; human resource development; teamwork and team building At least 4-6 years of experience working in long term development programs
Cross-cultural sensitivity
Program design, monitoring and evaluation
Team work
Adaptability
Facilitation (conversations, processes, partnerships, innovative ways)

FELLOW - GOOD GOVERNANCE

Egypt has embarked on the road to reforms, creating unprecedented momentum for democratic transformation. Never before has public interest in political participation and good governance been as extensive. Despite many encouraging political developments, most reform initiatives are focused at the national and governorate level, with little attention given to the local level where governance remains weak. Through this assignment, the Good Governance Fellow will examine different practices and suggest appropriate ones to the Egyptian context. Several meetings will be organized with senior state and non state actors to discuss with them these models and their relevance to the Egyptian context. The Fellow will also be supported to lead the learning agenda around good governance across all of CARE Egypt's programs. The Fellow will provide support to key tasks related to CARE Egypt's governance programming, with special emphasis on research focusing on good governance, decentralization and youth and women's empowerment. Duties include: Support CARE Egypt's learning agenda around good governance approaches and relevant indicators, and in particular support the Partnership Program for Democracy and Governance project's documentation and evaluation process with special emphasis on documenting endeavors aiming at promoting good governance and inclusion of marginalized groups (especially enhancing youth and women participation). Identify other governmental and non-governmental endeavors, in Egypt and abroad, interested in promoting good governance, participatory budgeting concepts and practices and link them to CARE Egypt projects. Undertake a literature review to identify key principles of Fiscal Decentralization, main lesson learned, document current practices in developing world with special emphasis on Egypt, and analyze the different factors that could affect the effective implementation of participatory budgeting and decentralization in Egypt. Ensure effective dissemination of relevant program results to various stakeholders through a variety of media (newsletter, website updates etc). Support the program in report writing and editing. Requirements: Masters degree in Political Science or Sociology Two years related experience Policy analysis and formulation of policy recommendations Statistical and financial analysis Program design, monitoring and evaluation Cross-cultural sensitivity Team work Adaptability

FELLOW - ADVISOR FOR EARLY CHILDHOOD DEVELOPMENT

Under the guidance of the Basic and Girls Education (BGE) unit and the HIV/AIDS unit the Early Childhood Development Fellow will develop a comprehensive set of program quality standards related to early childhood development (ECD). The Fellow will be expected to create a draft of these standards based on the preliminary work of the ECD advisory group. Under the guidance of the BGE and HIV/AIDS units, s/he will test them out in three to four countries and gain input from the Educational Regional Advisory Committees before finalizing them. The Fellow will also be required to draw up a set of recommendations about how to build country office capacity to apply these standards based on the field visits. The Fellow will be expected to contribute to the design of the signature program for girls' education and leadership. Specifically, s/he will be responsible for helping the signature program implementation team to develop strategies to ensure early childhood opportunities are available in all signature program sites. This may include helping to cultivate relationships with other organizations and/or helping to give technical assistance/capacity building at the country office level. The Fellow will convene an advisory group of CARE professionals and external invited guests. The Fellow will be responsible for working with members of the HIV/AIDS and BGE team to set the agenda for these meetings, invite guests and take and disseminate notes. The group should be used to give guidance in order to advance the development of program quality standards for early childhood development. Duties include: Contribute to key proposal development processes that will help ensure funding for the signature program in girls' education and development. This includes working with colleagues in External Relations, the Program Quality & Impact department, and country offices to conceptualize and write proposals for donors. Read and review proposals to ensure that they meet agreed standards of program quality. As part of the process of developing standards for CARE's

early childhood development projects, the Fellow will be expected to help document effective practices and successful examples of CARE's programs in early childhood development. S/He will also be asked to elaborate the toolkit on ECD that the HIV/AIDS unit has started. The Fellow will be charged with coordinating a cross-sectoral team to develop a set of standards. S/He will also participate in leading the design of elements of the learning to lead signature program. The Fellow will also help to better define program quality standards as they relate to CARE's programs to reach children between birth and 8 years. Requirements: Masters degree or equivalent in Early Childhood Development, Child Health, Education, Public Health or International Development Minimum of three years experience working in a professional environment Professional training/or work experience with early childhood development issues Experience living or working in a developing country Policy analysis and formulation of policy recommendations Statistical and financial analysis Program design, monitoring and evaluation Cross-cultural sensitivity Team work Adaptability

FELLOW - LEARNING COORDINATOR

As CARE deepens its commitment to substantial and more lasting impact on the underlying causes of poverty and social injustice, the promotion of women's rights and gender equity has been recognized as a key lever for a generation of programs at the forefront of much of this work. We must now capitalize on this knowledge by creating products and mechanisms that will enable it to permeate the organization – the work of the Learning Coordinator Fellow is to help CARE deliver on this challenge, and thereby strengthen the foundations for better knowledge management and learning across the board. The purpose of the assignment is to develop and implement learning mechanisms, communication strategies and user-friendly products that will enable CARE staff and others outside of CARE to assimilate the knowledge that the Strategic Impact Inquiry (SII) helped uncover on how we can better promote women's empowerment. The kinds of very purposeful and strategic learning approaches and products the Fellow develops will offer important lessons and models to guide CARE's learning strategies for future SIIs, portfolio reviews, and other structured inquiries. Duties include: Identify and specify useful knowledge products on women's empowerment. Assist the SII Coordinator and Gender and Power Advisor to identify a prioritized set of knowledge products needed to promote from the SII learning. Scan external environment for the current state of knowledge and knowledge products so that CARE does not duplicate existing advice. Produce knowledge products. Consult with supervisors to determine specifications for each product (users, applications, format, design, languages) – in a pragmatic relationship to resources available for both production and translation. Produce relevant, user-friendly knowledge products, such as pamphlets, videos, yellow pages, wikis, training modules, or guides for designing projects, that CARE can use to disseminate the knowledge uncovered by the SII to different audiences within and outside of CARE (primary audiences: program, marketing and HR staff). Promote effective knowledge-sharing and learning processes. Network closely with other global, technical knowledge managers and communications staff to ensure use of proven good knowledge sharing practices, and participate actively in that community of practice. Promote collective learning that will lead to actual changes in practice to advance gender equity. These collective learning mechanisms promote a mix of online and in person interaction among CARE staff, partners and community members. Examples of such learning mechanisms are questions campaigns, workshops, knowledge fairs and communities of practice. These learning mechanisms should incorporate, and may go beyond, the knowledge products developed based on findings from the SII. Translations. Oversee the translation of key products into/from CARE's main operating languages (English, French, Portuguese, and Spanish). Requirements: Master degree Proven skills in critical thinking and strategic action Demonstrated experience in implementing and/or managing projects seeking to advance gender equity, and an understanding of basic analytical techniques around gender, as linked to good design/monitoring and evaluation (DM&E) practice. 3-5 years of field-based program practice, with less emphasis on the length of experience if the nature of that experience has focused more on promoting learning

products/processes to an important degree. Solid grasp of program design, monitoring and evaluation practice Cross-cultural sensitivity Team work Adaptability

SENIOR AGRIBUSINESS ADVISOR

CARE Sierra Leone seeks a Senior Agribusiness Advisor for an upcoming, 4-year, USAID-funded program focusing on Governance, Economic Growth and Natural Resource Management. The position will be based in Freetown, Sierra Leone. S/He will provide technical advice on, and oversee the implementation of activities that will ensure implementation of the agribusiness component of the project including field team mobilization and leadership; providing input in the development and implementation of workplans, and performance monitoring plans; and ensuring achievement of agriculture results and objectives. The natural resources management program will assist rural communities to sustainably and economically manage their forests and natural resources and improve their livelihoods. Qualifications include: MS in Agriculture, marketing, agricultural enterprise, food security, or related field is required Minimum of 5 years experience in agriculture productivity and working with producers associations, including technical qualifications agribusiness, and agro-processing enhancement and food security that create employment opportunities for young people and generate income. Knowledge working with producer associations, and project implementation in rebuilding countries; Three years in senior management position; Proven capacity to effectively manage and mentor staff with various levels of skills and experience USAID experience strongly preferred; Demonstrated and proven record to lead/motivate a multidisciplinary team under changeable and complex circumstances; and Previous work experience and knowledge of conditions in Sierra Leone or in West Africa. Strong knowledge in crops, livestock, including capacity building for promotion of the private sector, including farmer's organization for input/output marketing, agricultural infrastructure and extension education; Strong managerial skills, including well developed skills in managing complex institutional relations and interactions among a variety of entities; Previous experience with and clear understanding of results-based approach to USAID funded project implementation, monitoring, and reporting would be an asset; Experience working successfully as part of a multidisciplinary team and in partnership with other organizations; Able to collaborate with people and organizations of diverse backgrounds; Excellent interpersonal and oral and written communication skills in English required and; Computer literate, specifically in Microsoft Word and Excel. Note: Position Pending Donor Approval

ASSOCIATE DIRECTOR - COUNTRY OPERATIONS

CARE USA is has an exciting opportunity for an Associate Director – Country Operations, based in Washington DC, to help lead a new five-year, \$175 million USAID global health and development communications initiative. The Academy for Educational Development (AED) is the lead agency on Communication for Change ("C-CHANGE") and CARE is a major partner on the project. The Associate Director will lead the Country Operations Unit within C-CHANGE and will be based at the project office at AED. The Associate Director, along with the C-CHANGE Country Operations Unit, will support field assessments, guide country work plan development, and oversee the program directors for Asia and Africa to ensure rapid start up of field activities. The behavior and social change-focused project's strategic objective is to improve the effectiveness and sustainability of communication programs. The specific 5 year objectives of C-CHANGE are to: implement and apply best practices of evidence-based, scaled-up health and development communication programs transfer health and develop communications skills and knowledge to developing country institutions integrate health and development communication within the wider public health and development agendas generate and share knowledge about effective social and behavior change communication programs S/he will also liaise with other members of CARE's Program Division, country offices, and RMUs to maximize program quality and effectiveness, as well as CARE's participation in the project REQUIREMENTS: Master's degree 7-10 years experience in project

management and supervision of staff, including managing multiple activities 2 or more years working with CARE in management or leadership role Experience in overseeing or implementing family planning, sexual and reproductive health or HIV and AIDS programming Work on local NGO or MOH capacity building Familiarity with USAID Experience working on partnerships Desired: · Experience with integrating and monitoring gender equity into SRH/HIV or other development programs · Experience managing projects with budget of \$1 million or more · Experience with gender norms and communications · Experience with communication programming · Experience with or for an international PVO This is a high profile , flagship opportunity! Put your talents to use in this exciting opportunity to make a global impact!

DIRECTOR POLICY COMMUNICATIONS

The Director Policy Communications will be accountable for leading the development and implementation (in collaboration with appropriate internal/external stakeholders) of strategic communications plans that are designed to advance CARE's public policy and advocacy positions. The position will work with both the Policy and Advocacy Unit (PAU) and with Communications & Marketing Unit (C&M) to ensure advocacy priorities are understood and that the communications resources and channels of the organization are mobilized to support policy and advocacy objectives as appropriate. The position will sit in both C&M and PAU senior management teams. Qualifications: Bachelors degree in marketing, communications, international studies or equivalent combination of education and work experience Demonstrated experience in strategic planning and plan implementation Seven years experience in advocacy communications, public relations, journalism, or other relevant communications background (or comparable experience). Demonstrated technical skills in: Complex project management and negotiations Complex relationship management and negotiations Ability to manage change and work collaboratively high level of proficiency in Microsoft Office applications

INTERN - GLOBAL PERFORMANCE AND IMPACT

The Organizational Performance Management (OPM) unit is seeking a summer intern. The Global Performance and Impact Intern will work closely with the members of the OPM unit to prepare for the rollout of a new Global Performance and Impact system. This project is an initiative of CARE's new strategic plan, which calls for CARE to increase its ability to measure its performance and impact around the world. The intern will participate in CARE's summer internship program alongside a group of other interns, with an orientation about CARE's history and vision and a 6-week long series about key areas of the organization. This program will offer the opportunity to learn about working in the international development field. A special project of interest to the intern is open for consideration in addition to the specific OPM project activities. Work hours and months are flexible, but with preferred start date of mid-May. Interns are paid hourly. Duties will include: Assisting OPM team in the development of system user guides Organizing country office and headquarters indicator data into presentation formats Assisting OPM team in addressing questions and concerns Other activities that will help lead to the successful rollout of this new system The ideal candidate will be: Enrolled in a Masters or Bachelors program Knowledgeable of international development programs and interested in a possible future career in the international development field Able to display excellent organizational skills and attention to detail Able to display high level of proficiency with Microsoft Office applications

POLICY MEDIA RELATIONS OFFICER

Do you have a strong media background? Would you like to work for a leading poverty fighting organization? Do you have experience with issue campaigns? Are you seeking unparalleled benefits, such as 4 weeks vacation, a 401K with an 8% company

contribution and medical benefits on your first day of employment? If you answered yes to these questions, then we are interested in learning more about you! The Policy Media Relations Officer will develop and execute strategies that leverage news media to further CARE's pursuit of its policy and advocacy objectives. S/he will have a deep understanding of policy matters relating to global poverty, develop professional relationships with key members of the media, and in accord with CARE's advocacy strategies, secure placement for stories and opinion pieces that affect public opinion leading to support from policy makers. Requirements Bachelor's Degree in Journalism, Public/Media Relations, or International Affairs or an equivalent combination of education and work experience 5-10 years in Journalism, Public/Media Relations, or International Affairs Advance written and oral communication skills Knowledge of the news environment Knowledge of international development issues Proficiency using MS Office Please visit the CARE website to learn more about our organization.

SENIOR DIRECTOR OF DEVELOPMENT

CARE seeks an entrepreneurial fundraiser who has solid experience developing relationships with high net worth individuals preferably in the NY, NJ and/or CT markets. The Senior Director of Development will be responsible for raising five, six, seven and eight figure gifts for CARE's programs around the world, mostly from individuals. S/He will work collaboratively with a small team in the Northeast to develop strategies to involve and build relationships with high level donors and prospects. The candidate selected will concentrate on identifying, cultivating and soliciting to upgrade high-end gifts, annuities and complex gifts. We are looking for a seasoned, independent and motivated self-starter to help the Tri-state team focus strategically on securing major gifts and cultivating high level donors in order to bring CARE's regional fundraising to a new level with a special focus on the New York City Greater Metropolitan Area. The Senior Director will be responsible for cultivating a portfolio of some existing major donors, lower level donors with major gift potential, as well as developing and implementing strategies that lead to the identification and cultivation of new prospects to maximize the gift potential of a personal portfolio of 100-150 donors. The position is based in New York City (Manhattan) and will report to CARE's Northeast Regional Director. S/he must be on the road 50-60% of the time to meet with donors in the area, and travel occasionally nationally or internationally. Requirements include: Bachelor's degree required, Master's degree preferred Study/certification in planned giving instruments 7-10 years fundraising experience, including a proven record of successful solicitation of major outright and planned gifts Proven ability to develop multi-year donor cultivation plans leading to complex gifts Proven ability to strategize, propose and close six and seven figure gifts Demonstrated ability to engage, organize, utilize and solicit Board members and high-level volunteers Genuine personal commitment to CARE's mission and personal knowledge of/and or interest in international development issues, especially topics in public health, political development, global climate change and economic development, are considered important and highly relevant

WEB ADVOCACY COORDINATOR

Are you a team player? Do you enjoy writing? Are you a good editor? Are you seeking unparalleled benefits, such as 4 weeks vacation, a 401K with an 8% company contribution and medical benefits on your first day of employment? If you answered yes to these questions, then we are interested in learning more about you! The Advocacy Web Coordinator is a key contributor to the accomplishment of CARE's advocacy priorities through the use of CARE's public web site and related tools and technologies (e.g., email, blogs and social networking). As part of the Web team within the Global Advocacy and External Relations Division, the Coordinator will work closely with various members of the Advocacy and Communications and Marketing Teams to help create and implement multi-year and annual plans to recruit, educate and mobilize a growing database of volunteer advocates. The Coordinator helps plan, write and edit CARE USA's advocacy related web content and e-mails. Among other things this

involves decisions pertaining to messaging (tone, style and actual content), packaging, placement and other critical factors that shape the public's perception of CARE and our issues. S/he will work as a member of the web team on matters such as page design, interactivity, site architecture, technological enhancements and marketing opportunities to drive traffic to care.org and promote support of our advocacy campaigns. The Coordinator is responsible for helping execute e-mails to CARE's grassroots advocates to get them to take action and support CARE's issue agenda, and for ensuring that the advocacy-related portions of our site stay fresh and dynamic, and that content is accurate, up to date, interesting, compelling, informative and reflective of CARE's advocacy agenda and brand. Carefully created and well tended content will also help position CARE as a more credible, dependable and unique information resource for policymakers, volunteers, donors, partners, the media and other constituents. Some recent advocacy issues at CARE: rightsizing the foreign aid budget; urging pharmaceutical companies to drop a lawsuit that would have prevented access to inexpensive generic drugs in the developing world; supporting proper AIDS funding, urging policymakers to focus on the crisis in Sudan. Requirements Bachelor's Degree in Communications, Journalism or related field Training in internet technology, including content management and systems 3-5 years of writing/editing experience, preferably for a non-profit organization 3-5 years of project planning and coordination At least 2 years of advocacy-related online activity Knowledge of HTML and web design Experience with Ms Office Please visit the CARE website to learn more about our organization.

COST PROPOSAL ASSISTANT - PART TIME

CARE USA seeks a Cost Proposal Assistant to support the analysis and determination of the essential cost elements needed for US government proposal submissions. S/He will work closely with the Cost Proposal Business Specialist of the Competitive Bids Unit to ensure the donor's (US AID and other USG donors) requirements are met and provides key guidance to the country office's throughout the proposal development process. This individual works closely with CARE Country Offices and the rest of the Competitive Bids Team team. This individual will also assist in developing necessary boilerplate and/or budget/cost templates in support of CARE's proposal submissions. In addition, this position ensures that all of the relevant representations, certifications, and other administrative documentation are completed in the proposal. Requirements include: Bachelor's Degree in Finance or related field 1 -3 years experience in proposal development, budget analysis/development Ability to work effectively with others on a team and proven team skills Clear writing and communication skills Excellent problem-solving skills Excellent skills in Microsoft Office applications particularly excel Excellent interpersonal skills Ability to work in a fast -paced and extremely time-sensitive environment Excellent organizational skills Self starter Ability to understand non-profit accounting Budget analysis and development Ability to understand the details without neglecting the bigger Highly qualified candidates will have a master's degree and picture familiarity with the application of U.S. government grants and contract regulations, including the FAR. No relocation is offered for this position.

FELLOW - REGIONAL HR/CHANGE MANAGEMENT ADVISOR

OPEN TO INTERNAL APPLICANTS ONLY. As a result of the latest Strategic Plan, CARE is going through a series of changes that have global impact. In addition, given local contexts, donor changing environment and new expected roles of international NGOs, Country Offices (COs) and Regional Management Units (RMUs) are constantly dealing with change, which is requiring updated skills and behaviors. The Regional HR/Change Management Fellow will support Asia RMU and CO managers in designing and implementing organizational change and transition efforts that result in performance improvement. The advisor will be responsible for advising COs Senior Management Teams (SMTs) that the key change principles, organizational design, strategies and tactics are executed and delivered using organizational frameworks designed for global use. The advisor will also support the RMU and COs in other HR areas, such as talent

management, with the inclusion of wellness and diversity as driving forces. S/He will work through the ARMU AOP, and with the DRD/PS and Director, HRM, will determine key areas where HR intervention will have the greatest impact. Duties include: The Advisor will work through the Asia HR Network to build RMU & CO staff skills on change/transition management. S/He provides ongoing advice and support to COs and RMUs in defining desired state and ensure that they are integrated with the technical cultural and operational elements. Work with the Asia HR network to support the identification and actions to address or support human variables that will impact risk/success and put in place measurable criteria of those variables. Help define critical success factors and competencies required in the desired state. Help senior teams identify the key roles and expectations of the sponsors of change, change targets, communications and cascading strategies. Requirements: Bachelors Degree required, Masters Degree preferred Human and Organizational Development practitioner. Show Knowledge and Skills in the following areas: Demonstrated ability to build credibility with senior business leaders and to navigate inter-organizational political structures. Demonstrated ability to operate in a fast complex environment that is changing. Demonstrated the ability to facilitate trainings, coach and mentor others. Strong people skills, communication and writing skills and associated skills in Power Point, Excel and MS Word. At least five years of experience Policy analysis and formulation of policy recommendations Program design, monitoring and evaluation Cross-cultural sensitivity Team work Adaptability Must be current staff, preferably already located in Asia and with a strong understanding of issues facing the region.

FELLOW - REGIONAL CHANGE AND TRANSITION MANAGEMENT COACH

OPEN TO INTERNAL APPLICANTS ONLY. As a result of the latest Strategic Plan, CARE is going through a series of changes that have global impact. In addition, given local contexts, donor changing environment and new expected roles of international NGOs, Country Offices (COs) and Regional Management Units (RMUs) are constantly dealing with change. The Regional Change and Transition Management Fellow will serve as an internal consultant, that acts as facilitator to ensure managers keep the change moving "consistently" across the organization by developing new skills related to Change and Transition Management, coaching Senior Management Team (SMT) members at the regional and CO level during the change process. This position is created with the whole intent of developing regional and CO capacities on Change and Transition Management. Thus, we strongly believe this one-year assignment should be carried out by a Fellow that has demonstrated the ability to influence without authority; the ability of facilitating training, and the ability of coaching and mentoring others. Duties include: Support RMUs and COs managers in designing and implementing organizational change and transition efforts that result in performance improvement. Advise COs SMTs that the key change principles, organizational design, strategies and tactics are executed and delivered using organizational frameworks designed for global use. Build CO and RMU SMTs and Staff skills on Change/Transition Management. Provide ongoing advice and support to COs and Regional SMTs in defining desired state and ensure that they are integrated with the technical cultural and operational elements. Support the Identification and actions to address or support human variables that will impact risk/success and put in place measurable criteria of those variables. Help define critical success factors and competencies required in the desired state. Help Senior Teams identify the key roles and expectations of the sponsors of change, change targets, communication and cascading strategies. Requirements: Bachelors degree, Masters Degree desirable Human and Organizational Development practitioner. Show Knowledge and Skills in the following areas: Has demonstrated ability to build credibility with senior business leaders and to navigate inter-organizational political structures. Has demonstrated ability to operate in a fast complex environment that is changing. Has demonstrated the ability to facilitate trainings, coach and mentor others. Strong people skills, communication and writing skills and associated skills in Power Point, Excel and MS Word. Strong project management experience and skills including deliverables-based work-plan design, status reporting and overall execution against work-plan using MS Project. At least five years of

related experience. Policy analysis and formulation of policy recommendations Cross-cultural sensitivity Team work Adaptability Must be filled by current CARE staff

RECRUITMENT COORDINATOR

CARE USA seeks a motivated, energetic individual to serve as Recruitment Coordinator in the CARE USA Headquarters in Atlanta. This unique opportunity combines coordination services, administrative support, and recruitment techniques in order to aid CARE USA in its international and domestic recruitment needs. Duties include: Scheduling hiring manager and panel interviews Conducting reference checks on candidates interviewing for positions Preparing travel itineraries and logistics for candidates Preparing interview packets and interview materials Ensure a positive, meaningful candidate experience while candidates are here interviewing Invoicing and chargebacks associated with recruitment advertisements Tracking and responding to emails in the e-recruitment and e-recruitment support email inboxes Maintaining administration of Taleo- applicant tracking system and online application system Update groups/recruitment team on Taleo upgrades Recruitment reporting Maintain and update the advertisement source list Maintain and update the recruitment meeting agendas and meeting minutes Attend weekly recruitment meeting for 2 hours Resume review and screening candidates for specific requirements Referrals for internal and external constituents- thank you for application, refer the candidate to the appropriate recruiter Research: best sources for direct sourcing; best practices for recruiting from other NGOs Special projects as needed Administrative support to the Director of Recruitment Requirements include: BA/BS degree 2-3 years experience in an administrative or program support position Excellent communication skills Highly organized Ability to work independently as well as in team focused environment Demonstrable customer service abilities High level of MS office ability Highly qualified candidates will have French or Spanish fluency, prior Taleo or other web-based application system experience, prior scheduling and travel planning experience, and experiences similar to that of the duties listed above. This position does not offer relocation.

DIRECTOR, FOOD SECURITY/CLIMATE CHANGE

Are you ready to take on global challenges? Do you have an interest in environmental and food security issues? Are you seeking unparalleled benefits, such as 4 weeks vacation, a 401K with an 8% company contribution and medical benefits on your first day of employment? If you answered yes to these questions, then we are interested in learning more about you! Reasonable experts in several fields are increasingly concerned that a combination of circumstances – chronic and structural vulnerability, climate change, bio-fuels production, and state fragility – are likely to trigger food security crises on a scale that would overwhelm the international humanitarian system as it is currently configured. The Director of Food Security & Climate Change (DFSC) is a senior technical position charged with guiding the development of CARE's response to this looming environmental and food security crisis. The DFSC will guide and support analysis on topics related to the environmental, economic and political causes of hunger.

The DFSC will facilitate the development of appropriate technical strategies, program standards, policies and support networks related to climate change, food security and related issues. The DFSC will coordinate CARE-USA messages for policy, advocacy and external relations regarding food security and climate change issues. The DFSC will liaise and work with technical experts and other peers in universities, research centers, foundations, and government agencies on issues related to the environment, food security and related issues. The DFSC reports to the Coordinator of Technical Excellence, works closely with senior staff from the Program Division, International Operations, and the Policy & Advocacy Unit, and serves as a member of interdisciplinary task forces on Food & Livelihood Security, Climate Change, Environmental Justice, Agriculture, Governance and related areas. S/he will supervise a portfolio of project managers in agriculture, environmental rights and justice, food security and climate change. Requirements Master's Degree in the social or natural sciences; an

interdisciplinary background in fields related to food security & climate change 5 years international development experience dealing with relevant food & livelihood security, environmental and agricultural problems Strong technical knowledge of issues related to food & livelihood security, agriculture, and the environment Experience in policy analysis, and the political economy Preferences 10 years international development experience dealing with relevant environmental and agricultural problems Experience in diverse settings in Africa, Asia, and Latin America The incumbent will also be responsible for donor engagements. If you are interested in this exciting opportunity, please go to the CARE website to apply and learn more about the organization.

MONITORING & EVALUATION TECHNICAL LEADER

CARE Sierra Leone seeks a Monitoring and Evaluation Technical Leader for an anticipated, 4-year, USAID-funded program focusing on Governance, Economic Growth and Natural Resource Management. The position will be based in Freetown, Sierra Leone. S/He will lead the design, management and implementation of all monitoring and evaluation activities for this multi-sector project. The M&E Technical Leader will be a part of the senior management team responsible for overseeing the overall program strategy to enhance democratic governance, foster economic growth and improve natural resource management to the benefit of the people of Sierra Leone. Specific responsibilities include: S/He will develop and lead all aspects of the design, monitoring and evaluation activities under the project, including, but not limited to multidisciplinary and results-based surveys; Support project staff in the formulation and implementation of project level M&E indicators, processes, and activities; Ensure the use of rigorous, consistent qualitative and quantitative assessment methods in order to generate valid data to both measure project performance and program impact; Supervise and mentor local project staff to build capacity in M&E activities; Ensure the timely completion of all designated project component deliverables; Qualifications include: Advanced degree in International Development, Governance, Economics, Agribusiness, and/or Natural Resource Management or other relevant field; At least 5 years of experience designing, managing and implementing multidisciplinary and results-based M&E surveys; Familiarity with technical areas including democracy and governance, agriculture, youth employment, NRM-biodiversity-environment-conservation and/or economic growth; Proven capacity to effectively manage and mentor staff with various levels of skills and experience; A track record using USAID performance monitoring plans and reporting procedures with NGO implementation partners; Experience working with the West Africa region is desirable; Ability to collaborate with people and organizations of diverse backgrounds; Excellent verbal and written communication skills in English. Note: Position Pending Donor Approval

FIELD ORGANIZER

Would you like an opportunity to work for a leading poverty fighting organization that is making a real difference in the world? Are you seeking new challenges? Are you seeking unparalleled benefits, such as 4 weeks vacation, a 401K with an 8% company contribution and medical benefits on your first day of employment? If you answered yes to these questions, then we are interested in learning more about you! The Field Organizer, based in Columbus, Ohio, will play a key role in CARE's efforts to grow a diverse and active constituency and mobilize volunteers dedicated to ending poverty. The incumbent joins a close knit team of dedicated colleagues that works to influence U.S. development policies and programs that impact millions of people in the developing world and CARE's work with them. This position offers the opportunity to help develop the CARE Action Network (CAN) into a national force for policies that support the fight against global poverty. The Field Organizer (FO) will implement a regional domestic initiative to educate and mobilize select CARE donors and opinion leaders around CARE's mission in order to build an infrastructure to enhance CARE's ability to influence public policy. The FO works under the direction of the regional Advocacy Field Coordinator to facilitate donor and opinion leader education and mobilization. The FO will collaborate

with the fundraisers in the US-based office(s) to establish and maintain relationships with donors and other CARE supporters through a variety of means such as phone calls, mailings, one-on-one meetings and special events. The Field Organizer is responsible for identifying and mobilizing supporters in selected States and Congressional Districts and ensures program objectives are met. Requirements: Bachelor's Degree in International Relations or related field 3-5 years experience working on Capitol Hill or working on candidate or issues campaigns Advocacy and/or political campaigns Special events planning and logistics coordination Volunteer management Knowledge and understanding of the way in which United States Government policies are created Proficiency Using MS Office, Internet Preferences: Knowledge of CARE's programs Hands-on international development experience in one or more developing countries Experience with media outreach, public relations, education, and on-line advocacy Please visit the CARE website to learn more about the organization and to apply for the position.

PROGRAM LIAISON OFFICER

OPEN TO CURRENT EMPLOYEES ONLY: CARE USA seeks a Program Liaison Officer for the Middle East and Europe Regional Management Unit (MEERMU). S/He will serve as the program officer as well as the liaison for the CARE International Middle East and Europe Region within CARE USA. As such, the position will focus on promoting and guiding a smooth engagement for CARE USA in the MEERMU pilot work, promote CARE USA interests and priorities within MEERMU and with the country offices (COs), represent MEERMU interests to all parts of CARE USA, promote MEERMU learning (both system and program) and manage US based donor relations on behalf of the Middle East and Europe COs. Requirements include: BA/BS in any field including Liberal Arts, Humanities or Sciences 3-5 years in program support or administration Experience in grants and contracts management including knowledge of donor requirements and compliance issues, negotiation and USG requirements Ability to respond to multiple requests, problem solve and find resolution to questions and requests for information/technical assistance in a timely manner Demonstrated experience in working with complex development contexts Knowledge of CARE systems is required for this position as the focus in the first couple of years will be on harmonizing current CARE USA systems into a streamlined CI system. This will require an understanding of current practices in order to make decisions on how best to resolve areas of difference Highly developed computer skills, particularly Excel Budgeting experience Highly qualified candidates will have a Master's degree, Arabic speaking/writing skills and prior Middle East and/or Eastern Europe experience. This position is ONLY open to CURRENT CARE EMPLOYEES.

CONTRACT RECRUITER

We have an exciting opportunity at CARE headquarters in downtown, Atlanta for a Contract Recruiter. This position is a virtual office position (work from home - coming to the office for meetings.) As a recruitment expert, the contract recruiter will recruit for both corporate and international positions. This will include understanding advance website searches, partnering with hiring managers utilizing consultative skills to fill open positions with a quality hire, meeting time to fill and other recruiting metrics.

REQUIREMENTS: At least 3 year's experience in recruitment. Agency recruitment experience highly preferred. Applicant Tracking Software experience required. Taleo experience a plus. Excellent client/customer service skills Excellent direct sourcing experience (i.e. resume mining, cold calling and networking skills) Knowledge of US labor laws Non-profit and international recruitment experience a plus Do you meet the above criteria? Are you looking for a change? Would you like an opportunity to work for a leading poverty fighting organization that is making a real difference in the world? "She has the power to change her world, you have the power to help her do it". Use your power and apply today!

FIELD ORGANIZER

Do you have the ability to lead and motivate others? Would you like an opportunity to work for a leading poverty fighting organization that is making a real difference in the world? Do you have the ability to lead and motivate others? Are you seeking unparalleled benefits, such as 4 weeks vacation, a 401K with an 8% company contribution and medical benefits on your first day of employment? If you answered yes to these questions, then we are interested in learning more about you! The Field Coordinator will play a key role in CARE's efforts to grow a diverse and active constituency and mobilize volunteers dedicated to ending poverty. The incumbent joins a close-knit team of dedicated colleagues that works to influence U. S. development policies and programs that impact millions of people in the developing world and CARE's work with them. This position offers the opportunity to help develop the CARE Action Network (CAN) into a national force for policies that support the fight against global poverty. The Field Coordinator (FC) has overall responsibility for designing and implementing a regional strategy to mobilize select CARE donors and opinion leaders in order to engage Members of Congress around CARE's mission. To do this, the FC seeks to build a cadre of advocates capable of reaching key US legislators and thus enhance CARE's ability to influence public policy. The FC is most interested in those "grass tops" individuals whose connections to elected officials can be utilized to advance CARE's policy agenda. The FC works under the direction of the Deputy Director for Field Operations to support CARE's US-based office(s) with information, materials, strategies, and logistical assistance to facilitate donor and opinion leader education and mobilization. The FC will work as a de facto member of the External Relations (ER) Regional team and will collaborate with the fundraisers in the US-based office(s) to establish and maintain relationships with donors and other CARE supporters through a variety of means such as phone calls, mailings, one-on-one meetings and special events. The Field Coordinator is responsible for identifying and mobilizing supporters in selected States and Congressional Districts and ensures program objectives are met.

Requirements · Bachelor's Degree in International Relations or similar field · 5 years experience working on Capital Hill or same amount of experience working on candidate or issue campaigns · Managing public information · Advocacy and/or political campaigns · Volunteer management · MS Office · Knowledge and understanding of the way in which the USG policies are created · Knowledge and understanding of policy issues related to CARE's mission

Please visit the CARE website to learn more about the organization and to apply for the position today!

DEPUTY REGIONAL DIRECTOR, PROGRAM SUPPORT - TO BE FILLED SUMMER 2008

CARE is seeking Deputy Regional Directors for Program Support (DRD/PS) in the Latin America/Caribbean region. The DRD/PS will be responsible for the oversight of and support to country offices in all areas of program support, including finance, administration, information technology and human resources. S/he will work closely with the regional director and regional controller to ensure that the country offices in the region have effective and efficient program support functions in place, and that those functions operate at levels in line with agreed-upon organizational standards. The DRD/PS will do this by working with the country offices to correct areas for improvement as identified in financial and audit reports. The DRD/PS will liaise closely with CARE headquarters point persons in the areas of finance, IT, HR, and will oversee the execution of policies and procedures for program support developed by CARE HQ. The DRD/PS will visit country offices on a regular basis to review structures, systems and capacities, and offer assistance in helping rectify areas which have been identified for improvement. S/he will also identify common concerns across the region and identify systemic solutions to those concerns.

Requirements: Bachelor's degree in a field related to management (including finance, HR, procurement, etc.) , backed up and updated by appropriate supplemental training At least 5 years experience in management of program support functions. Ability to lead teams and promote cross learning. Comprehensive

knowledge of the operating environment and challenges of a variety of finance and program support systems. Practical, hands-on professional experience in accounting, auditing, financial analysis, management of IT equipment and systems, and donor reporting. Knowledge of the policies, regulations, reporting formats, and cultures of CARE's principle donors, including USAID, EC, DFID, NORAD, DANIDA, and others. Training and facilitation skills. Spanish is required, French is highly desired! She has the power to change her world; you have the power to help her do it. Are you ready to make a difference? Use your power and apply today!

NATURAL RESOURCE AND CONSERVATION DEVELOPMENT COORDINATOR

Do you have a passion for programs that deal with natural resources? Are you looking for a challenging opportunity? Would you like an opportunity to work for a leading poverty fighting organization that is making a real difference in the world? Do you have the ability to lead and motivate others? Are you seeking unparalleled benefits, such as 4 weeks vacation, a 401K with an 8% company contribution and medical benefits on your first day of employment? If you answered yes to these questions, then we are interested in learning more about you! The Natural Resource and Conservation (NRCC) Coordinator provides overall leadership, coordination and responsibility for program quality in natural resource management, conservation agriculture, climate change adaptation/advocacy and marketing within CARE Mozambique. S/he is responsible for developing, implementing, monitoring, evaluating and disseminating sound development and emergency programs in natural resource management, conservation agriculture, climate change as well as promoting agricultural marketing that effectively contribute to the achievement of CARE's vision, mission, strategic objectives and program approaches to address underlying causes of vulnerability to poverty. The NRCC works to coordinate and develop the CO program strategy and programming priorities as identified in this area. As we move from a project to program emphasis, the NRC Coordinator will be responsible for working with other thematic Coordinators (HIV/AIDS, Water) and direct reports to enhance programmatic synergy and effective implementation of cross-cutting themes, aiming to strengthen staff/project capacity and increase program quality and impact. The activities of this post holder will cover all aspects of natural resource management, conservation agriculture, climate change adaptation and advocacy and marketing in all of CARE's current target provinces (Cabo Delgado, Nampula and northern Inhambane). The NRC coordinator will be responsible for coordinating program activities undertaken at the Nampula sub-office in close coordination with the sub-office administrator to ensure coherency and efficiency of programming plus promoting lessons learned and innovation as well as synergy. The NRC Coordinator will supervise all Project Managers in natural resources management, conservation agriculture, marketing (currently VIDA, SEED, OWS, WGW); liaise internally with the other Coordinators (HIV/AIDS and Water) and Program Support, and externally with donors, CI members and partner NGOs. The Coordinator will lead program design, monitoring and evaluation in natural resource management, conservation agriculture, marketing in consultation with the ACD/Program and key staff. The NRC Coordinator oversees senior CARE staff involved in this area, making a concerted effort to strengthen their capacities. The NRCC reports to the ACD/Program and keeps him/her informed of their activities and pertinent events on a regular basis. Requirements · 7 years experience in development and management of natural resources management, conservation agriculture and marketing in African countries including support of community based organizations and PRA skills · Proposal development · Monitoring and evaluation · Strategic and operational planning · Budget planning and management · Proficiency using MS Office · Proficiency using Desired · Working knowledge of programming in chronically vulnerable environments Please visit the CARE website to learn more about the organization and to apply for the position today!

DIRECTOR, FOOD SECURITY/CLIMATE CHANGE

Are you ready to take on global challenges? Do you have an interest in environmental and food security issues? Are you seeking unparalleled benefits, such as 4 weeks vacation, a 401K with an 8% company contribution and medical benefits on your first day of employment? If you answered yes to these questions, then we are interested in learning more about you! Reasonable experts in several fields are increasingly concerned that a combination of circumstances – chronic and structural vulnerability, climate change, bio-fuels production, and state fragility – are likely to trigger food security crises on a scale that would overwhelm the international humanitarian system as it is currently configured. The Director of Food Security & Climate Change (DFSC) is a senior technical position charged with guiding the development of CARE's response to this looming environmental and food security crisis. The DFSC will guide and support analysis on topics related to the environmental, economic and political causes of hunger.

The DFSC will facilitate the development of appropriate technical strategies, program standards, policies and support networks related to climate change, food security and related issues. The DFSC will coordinate CARE-USA messages for policy, advocacy and external relations regarding food security and climate change issues. The DFSC will liaise and work with technical experts and other peers in universities, research centers, foundations, and government agencies on issues related to the environment, food security and related issues. The DFSC reports to the Coordinator of Technical Excellence, works closely with senior staff from the Program Division, International Operations, and the Policy & Advocacy Unit, and serves as a member of interdisciplinary task forces on Food & Livelihood Security, Climate Change, Environmental Justice, Agriculture, Governance and related areas. S/he will supervise a portfolio of project managers in agriculture, environmental rights and justice, food security and climate change. Requirements Master's Degree in the social or natural sciences; an interdisciplinary background in fields related to food security & climate change 5 years international development experience dealing with relevant food & livelihood security, environmental and agricultural problems Strong technical knowledge of issues related to food & livelihood security, agriculture, and the environment Experience in policy analysis, and the political economy Preferences 10 years international development experience dealing with relevant environmental and agricultural problems Experience in diverse settings in Africa, Asia, and Latin America The incumbent will also be responsible for donor engagements. If you are interested in this exciting opportunity, please go to the CARE website to apply and learn more about the organization.

FIELD ORGANIZER

Would you like an opportunity to work for a leading poverty fighting organization that is making a real difference in the world? Are you seeking new challenges? Are you seeking unparalleled benefits, such as 4 weeks vacation, a 401K with an 8% company contribution and medical benefits on your first day of employment? If you answered yes to these questions, then we are interested in learning more about you! The Field Organizer, based in Philadelphia, Pennsylvania will play a key role in CARE's efforts to grow a diverse and active constituency and mobilize volunteers dedicated to ending poverty. The incumbent joins a close knit team of dedicated colleagues that works to influence U.S. development policies and programs that impact millions of people in the developing world and CARE's work with them. This position offers the opportunity to help develop the CARE Action Network (CAN) into a national force for policies that support the fight against global poverty. The Field Organizer (FO) will implement a regional domestic initiative to educate and mobilize select CARE donors and opinion leaders around CARE's mission in order to build an infrastructure to enhance CARE's ability to influence public policy. The FO works under the direction of the regional Advocacy Field Coordinator to facilitate donor and opinion leader education and mobilization. The FO will collaborate with the fundraisers in the US-based office(s) to establish and maintain relationships with donors and other CARE supporters through a variety of means such as phone calls, mailings, one-on-one meetings and special events. The Field Organizer is

responsible for identifying and mobilizing supporters in selected States and Congressional Districts and ensures program objectives are met. Requirements: Bachelor's Degree in International Relations or related field 3-5 years experience working on Capitol Hill or working on candidate or issues campaigns Advocacy and/or political campaigns Special events planning and logistics coordination Volunteer management Knowledge and understanding of the way in which United States Government policies are created Proficiency Using MS Office, Internet Preferences: Knowledge of CARE's programs Hands-on international development experience in one or more developing countries Experience with media outreach, public relations, education, and on-line advocacy Please visit the CARE website to learn more about the organization and to apply for this position today!

TECHNICAL ADVISOR FOR POWER RELATIONS AND UNDERLYING CAUSES OF POVERTY

INTERNAL APPLICANTS ONLY. The Technical Advisor for Power Relations and Underlying Causes of Poverty builds organizational capacity to analyze and understand power relations. S/he builds staff abilities to design and implement power-altering strategies and assess their impacts. The Advisor promotes knowledge sharing and good practice around understanding and impacting power relations and the underlying causes of poverty and social injustice. S/he builds comparative case material about power and underlying causes, helping staff therefore avoid cookie cutter approaches and develop locally-appropriate understandings and solutions. CARE USA has adopted a programming framework that calls for programs to target outcomes in three areas: basic human conditions, social positions, and the enabling environment. The position is particularly focused in the coming three years on social positions, specifically on issues of discrimination, marginalization, inequity and inequality. The position coordinates closely with other staff to improve CARE's impact on the enabling environment and human conditions. The Advisor develops external consultant networks and internal communities of practice that can carry on necessary work after three years. Reporting to the Senior Advisor for Programmatic Approaches and Practices, the successful candidate enjoys working in teams, developing materials of use to front-line and mid-level field staff, and synthesizing the ideas and experiences of others. The successful candidate welcomes a work environment in which frank yet respectful challenge and dialogue about priorities and practices is standard. The successful candidate has strong ideas regarding how international NGOs can sustainably alter power relations. The ideal candidate will have a healthy skepticism about mainstream development practice, wish to contribute to changing that practice, and retain a firm belief in the power of committed actors within the development world to do this. Requirements Masters Degree in a development related field, or equivalent in hands-on field experience in development programs Five years of field experience, with at least three years working with nongovernmental organizations, in social programming, preferably around issues of power, gender, and social injustice Three years training experience, preferably at the level of front-line project staff Solid understanding of rights-based approaches to development, underlying causes of poverty and social injustice, and multi-sectoral and long-term approaches to development programming Experience with participatory methods for social research and/or change Proven skills in training, staff capacity building, networking and relationship building Experience leading and fostering communities of practice and knowledge sharing processes Analysis and synthesis skills, particularly in terms of taking complex ideas and making them accessible to wide audiences Strong oral and written communication skills Fluency in one of CARE's working languages other than English, preferably Spanish, French, Portuguese or Arabic She has the ability to change her world; you have the power to help her do it. Are you ready to make a difference? Use your power and apply today!

SENIOR TECHNICAL ADVISOR FOR QUANTITATIVE DATA AND METHODS

CARE USA is in the midst of important strategic shifts towards longer-term programmatic approaches, more rigorous impact assessment, new kinds of donors and relationships with them, and transforming itself into an organization known for contributing to development knowledge and practice. The Senior Technical Advisor for Quantitative Data and Methods contributes directly to these goals. Increasing the organization's sophistication with regards to quantitative data, monitoring, and impact research methods is considered essential to the new seven year strategic plan and this position will assist in: developing quantitative monitoring and evaluation (M&E) systems for strategic, global programs and projects; identifying a common set of quantitative indicators for changes in gender inequality, marginalization/exclusion, and governance that are meant to be adopted in long-term programs; helping country offices construct robust quantitative M&E approaches and systems that can track outcomes and impacts over the course of 10-15 year programs; and identifying useful program result indicators that help CARE better tell its impact story to stakeholders. A very important aspect of the position is to build a sustainable internal community of practice as well as external networks of consultants and experts who can provide quantitative data and analysis services to the organization so that, within three years, the position itself is no longer necessary. The position is located in a team-based environment in which mutual collaboration, challenge, and assistance is the norm. In order to be successful, the incumbent should be adept at building bridges and forging alliances with CARE staff across the globe and able to translate complex theories, methods, and approaches into language that non-specialists can understand. Requirements: Masters Degree in a development-related field, with extremely strong focus on social research methods, quantitative and qualitative. Additional training in complex adaptive systems, complexity theory, and/or systems dynamics. Three years helping nonprofit organizations assess performance and/or make policy advocacy arguments through quantitative data, or equivalent combination of academic research and hands-on experience. Quantitative research and methods, and a deep understanding of qualitative methods. Training and process facilitation skills. Advanced computer skills, including knowledge of SPSS. Effective writing and verbal communication skills, particularly related to a multi-cultural, multi-lingual, multi-sited work environment. Fluency (at least in reading) in one of CARE's working languages, other than English, preferably Spanish, French, Portuguese or Arabic. Desired Ph.D. in sociology, anthropology, political economy, or economics, with a strong focus in the dissertation on quantitative methods She has the ability to change her world; you have the power to help her do it. Are you ready to make a difference? Use your power and apply today!

GOVERNANCE TECHNICAL ADVISOR

CARE Sierra Leone seeks a Governance Technical Advisor for an upcoming, 4-year, USAID-funded program focusing on Governance, Economic Growth and Natural Resource Management while Empowering Woman and Building Institutional Capacities. The position will be based in Freetown, Sierra Leone. S/He will provide technical advice on, and oversee the implementation of activities that will build local capacities in local governance with an emphasis on integrated, sustainable forest, management, participatory community-based land use management; market-driven resource-based enterprise development, governance, payment for environmental services, and forest and natural resource (extractive mineral sector – especially diamonds and gold) policy and management. The project focuses on integrating the decentralization and civic participation aspects of governance directly into all other program activities while also exploiting windows of opportunity for economic growth. Specific responsibilities include: Lead and technically supervise all aspects of the governance components of the project Work with other team members to ensure a quality, integrated approach to governance and economic development in each geographic area of the project Oversee activities strengthening local government and decentralization and especially to support better local governance (accountability, service delivery, fiscal management, etc) insofar as it

impacts economic growth and natural resource management Strengthen the association of civil society organizations in order to link local and national interests, strengthening civil society's impact on local government strategic planning, building more effective civil society watchdog groups to ensure involvement in policy formulation process, and promoting civil society interaction with press and the government Address corruption practices and provide mitigating options such as systems to ensure transparency, accountability, checks and balances Ensure the timely completion of all designated component deliverables Qualifications include: Advanced degree in Governance, Law, International Development, Environmental discipline or other relevant field Minimum 7 years experience working in Governance, Natural Resource Management and/or Economic Sectors Minimum 5 years in senior management position Experience designing, managing and implementing governance activities with particular focus on natural resource and economic governance sectors Proven capacity to effectively manage and mentor staff with various levels of skills and experience Experience monitoring and evaluating governance and/or natural resource activities Strong negotiation and facilitation skills and experience working with senior level government officials Ability to collaborate with people and organizations of diverse backgrounds Excellent verbal and written communication skills in English Note: Position pending donor approval

ASSISTANT COUNTRY DIRECTOR, PROGRAM SUPPORT

CARE is seeking a talented Assistant Country Director for Program Support (ACD/PS) who can ensure that administrative systems (finance, procurement, IT, logistics, & human resources) are aligned appropriately to support CARE Haiti's contribution to the vision of ending poverty. CARE Haiti's program strategy focuses on health (maternal-child and HIV/AIDS), education and children's rights, and expects to strengthen its programming in agriculture and natural resource management and financial services for the poor. CARE Haiti's strong advocacy efforts will be aligned with these priorities. CARE Haiti is currently undergoing an important change process and evolution as a result of a new strategic plan as well as an important reduction in resources after exiting food aid programs. As the ACD/PS, you will be a key member of CARE Haiti's senior management team (SMT) and will be responsible for leading and supporting country office initiatives. You will be responsible for ensuring that CARE's Strategic Support policies and practices are kept up to date, are being correctly implemented throughout CARE Haiti, and used as guidelines for all initiatives. You will also be responsible (along with the CD and ACD/Program Quality) for maintaining good working relationships with host government officials, donors and other partners. You may be required to become Acting CD when the CD is out of the country. Requirements include: Bachelor's degree in a relevant discipline (masters preferred) 5 years experience in a senior management position in the development field Demonstrated experience in leading strategic and operational planning Demonstrated leadership and management skills in a very complex international setting 5 years experience working internationally (preferably in the field) in a leading strategic support role Ability and interest in coaching and developing staff, strong financial knowledge and experience, including complex budget management and donor compliance & reporting. VERBAL AND WRITTEN FLUENCY IN ENGLISH AND FRENCH IS CRITICAL. In addition to the above requirements, significant consideration will be given to those candidates who possess the following: Considerable experience in financial management Familiarity with US Government and EU fund management Extensive experience with local and international procurement This is a spouse-only accompanied post She has the ability to change her world; you have the power to help her do it. Are you ready to make a difference? Use your power and apply today!

AGRIBUSINESS COORDINATOR

The Agribusiness Coordinator will provide technical assistance to all consortium members (7) as well as to the Technical Lead for Agriculture. This position will provide overall agribusiness oversight and support on behalf of CARE and Catholic Relief Services and ensure effective representation and implementation by all stakeholders, co-leads, sub-

grantees, USAID, government, and other key players. S/he will have overall responsibility for coordinating the program's agriculture and agribusiness implementation and strategic development of the I-LIFE program. Other key responsibilities include increasing partners' capacities to: organize farmers, enhancing farmers productivity and value, linking partners and farmer groups with the private sector through both inputs and marketing, link production and value addition to the partners Village Savings and Loan (VSL) program and assist in strategic planning. It is important to note that this position ends September 30 th 2009, but a second five year follow on program is envisioned which this position would foreseeably participate in. Requirements · Bachelor's Degree in Agricultural Sciences · 7-10 years of development management experience with a t l east 5 of those in a developing country context, preferably in Africa · Field level training experience · Marketing and credit experience · Excellent management and cross-cultural skills · Proficiency using MS Office Preferences · 10 years development management experience working with complex partnership agreements · Proven technical capabilities in rural livelihoods, agriculture, economic development · Experience in Southern Africa · Knowledgeable in USAID policies and procedures and donor requirements

DIRECTOR PROGRAM QUALITY

CARE USA seeks a Director of Program Quality. CARE USA has recently finalized a new strategic plan which will be launched in January 2008, the overall purpose of the role of the Director of Program Quality is to provide leadership in the delivery of world class program quality across CARE's work. The position will play a critical role in ensuring four main areas of transition in the new strategic plan: 1. Positioning CARE as a global player, with world-class program quality and a distinctive niche in the development field. 2. Ensuring that all our programs address the rights of poor women and men and the underlying causes of global poverty - seeking to improve not only their human conditions but also social positions and the enabling environment in which they live. 3. Building a more diversified portfolio of US-based funding, in close collaboration with CARE's fundraisers and sector Directors. 4. The shift from project-centered to more programmatic approaches. Requirements include: • Masters degree in international development, social sciences, economics, administration or other related field required. • A seasoned professional with expertise and a minimum of 10 years experience with international development and performance management of staff, including conceptualization, planning, program analysis, design and evaluation • At least three years experience leading significant change at global level of a major international organization • Experience in the rights based approach and a commitment to gender equity and diversity • Experience in program management, policy making, program evaluation and research • Experience in organizational representation and presentation to external actors, with very good written and verbal communication skills that permit connecting with audiences of different levels of sophistication and needs • Fluency in English • Solid understanding of financial/HR systems and procedures • Staff management and capacity development • Ability to interpret and use quantitative and qualitative data for decision-making and advocacy purposes Highly qualified candidates will have formal training in staff and organizational management and nonprofit strategy, experience in change and transition management, social science research skills, and fluency in at least one major foreign language (French, Spanish, or Portuguese).

GLOBAL WATER INITIATIVE REGIONAL PROGRAM DIRECTOR

The Global Water Initiative Regional Program Director for Eastern Africa coordinates the program implementation and ensures effective communication between all stakeholders. The Director oversees all aspects of: the strategy, planning and reporting, monitoring and evaluation, and learning and influencing for the Global Water Initiative for Eastern Africa (GWIEA). The Director reports to CARE's Deputy Regional Director for East Africa and the Country Director for CARE Ethiopia. S/he directly supervises the Regional Program Management Team for GWIEA and is responsible for the day-to-day

management of GWIEA. The Director provides and coordinates technical assistance to the national Coordinating Committees and country projects, and s/he ensures timely and accurate program reporting in compliance with the consortium agreements and donor requirements. The position includes a representational role with donors, governments in the region and other stakeholders. Requirements: Masters Degree in a water-related or other relevant discipline including social science, or equivalent combination of education and work experience At least 8 years of work experience in water and sanitation or water resources including responsibilities for coordination, networking, learning and influencing Demonstrated leadership ability, able to inspire and empower others Demonstrated skills in training and facilitation, quantitative and qualitative data analysis, word processing and data base management A firm belief in teamwork, gender equity, sensitivity to HIV/AIDS, transparent and participatory approaches and sustainable development Significant CARE experience may be substituted for the above requirements Desired: PhD in relevant discipline Experience in applied research Do you meet the above requirements? Put your skills to use with an exciting regional water program. Take the next step and apply today.

M & E COORDINATOR

We have an exciting opportunity for an M & E (Monitoring and Evaluating) Coordinator located in El Fasher in the Sudan. Since 2006, CARE has been responsible for conducting monitoring and evaluation of the NFI Common Pipeline (multi-agency initiative in which UNICEF procures NFIs, CARE receives warehouses and dispatches NFIs, UNJLC coordinates the distribution and overall supply chain, and OCHA provides information on population movements). Working under the supervision of the NFI Logistics Coordinator, the Monitoring & Evaluation (M&E) Coordinator is responsible for implementation of the NFI Common Pipeline M&E plan which involves conducting and supervising baseline surveys, regular on-site and post distribution monitoring, market surveys, periodic monitoring of outcome indicators, data entry, data analysis and reporting. In addition, the M&E Coordinator will supervise approximately seven M&E Officers in the collection of data and all monitoring activities. The data will be shared with relevant partners of the NFI Common Pipeline (UNICEF, UNJLC, NFI distributing NGOs, and donors). The Coordinator is also responsible for following up on lessons learned and making the strategic analysis available for decision making. REQUIREMENTS: Bachelors Degree in a related field 5 years experience in program design, monitoring and evaluation Significant monitoring and evaluation experience Data analysis MS Office TRAVEL IS APPROXIMATELY 40-50% This is a short term contract position (9 months)! COME MAKE A DIFFERENCE AND WORK FOR CARE!

SENIOR TECHNICAL ANALYST

We have an exciting opportunity in our corporate downtown Atlanta office for a SR TECHNICAL ANALYST (Network & E-mail). This position implements, administers, monitors, and troubleshoots the tasks related to supporting the technical architecture and environment, including network, email and security systems at headquarters, domestic field offices and assigned Country Offices. Administers, maintains, and monitors daily operations of local-area networks (LAN), wide-area networks (WAN), and email to ensure a high level of service and satisfaction for network, email, and internet users. The Sr. Technical Analyst participates as project lead or as a team member on projects. This position will participate in the architectural design of network and email. Will also provides timely and effective problem resolution for any IT issues relating to network, email, remote access, backup/restore, and email-based fax services. In addition, will periodically participate in validating, testing, and updating the Business Continuity Plan. Other duties: Researches, identifies and recommends Country Office IT initiatives by maintaining its data center at Atlanta and by providing remote/on-site Networking and Exchange support. Being Subject Matter Expert (SME) this position provides high level technical expertise for any critical Lan to Lan vpn connectivity issues, IP sec security issues (application & infrastructural resources, best practices, and components

necessary for network development, email and VPN connectivity. Contributes to the vendor management process including vendor selection, issue resolution and contract execution. ture) and exchange issues to all overseas Countries hosting the mail with us for resolving their high level problems/issues, which their IT department couldn't resolved. REQUIREMENTS: This position will be directly responsible to support our .
 Bachelor's degree (preferably in Computer Science or Electronics Engineering) .
 Excellent oral and written communication skills in FRENCH and ENGLISH - PLEASE NOTE: both are REQUIRED . Prefer MCSE (Microsoft Certified System Engineer) or CCNP (Cisco Certified Network Professional) . Minimum 3+ years hands-on experiences installing Windows 2003 servers, Exchange 2003, DELL hardware troubleshooting, KVM switch functionality and some exposure to VPN, and LAN-to-LAN implementation. . Proven track record of implementing Exchange 2003, and LAN-to-LAN VPN connections. . Additional 2 years hands-on experiences in implementing, configuring , troubleshooting and monitoring Windows 2000/2003 based enterprise network (LAN & WAN) and Exchange . Excellent knowledge of evaluating and applying Operating System and security patches . Proven skills of customer support services with excellent analytical and interpersonal skills . Proven skills in Windows 2003 Active directory and Exchange architecture and its security . Some exposure CISCO routers, Switches, PIX, VPN concentrator, and ASA Come make a difference and put your talents to use at CARE!

SENIOR ADVISOR LEARNING AND ORGANIZATIONAL DEVELOPMENT

NOTE: THIS POSITION IS ONLY OPEN TO CURRENT CARE EMPLOYEES ONLY – ONLY APPLY IF YOU ARE A CARE EMPLOYEE - We have an exciting opportunity at CARE headquarters in Atlanta for a Senior Advisor Learning and Organizational Development. The Senior Advisor works alongside the other Senior Advisors and the Academy Manager in the Learning and Organizational Development (L&OD) team to provide consulting services and expertise to peers and customer groups in CARE. The Senior Advisor will have a proven track record in staff development, change and transition management and Organizational Development, with expertise in the areas of content design, learning technologies (i.e. e-learning and/or blended learning, etc). A primary function of the consulting service provided in the area of staff development by the Senior Advisor is to identify and capitalize on interventions to improve personal performance. As an internal expert, the Senior Advisor partners with assigned internal customers to understand needs, capabilities, opportunities and challenges. The Senior Advisor develops and uses networks of external experts, specialists, and resource providers to support and provide access to information about adult learning technologies and processes. The Senior Advisor is a team player within the Learning and Organizational Development Unit, and reflective practice is integral to the enhancement of the team work. The Senior Advisor seeks out opportunities to further her/his knowledge and skills through research, networking, presenting and publishing both within and outside of CARE, and to contribute to team learning objectives. REQUIREMENTS: Bachelors degree required; OD Certification/ Masters Degree in Instructional Design, Change Management, Human Resources Development, or related field preferred. 3 - 5 years experience in OD and instructional design 3 - 5 years field-based (overseas) experience and/or at least 2 years with CARE Instructional design Demonstrated negotiation and process facilitation skills Experienced in leading, building and participating in multi-functional teams and partnerships Systems thinking with an understanding of the social and political diversity within which CARE operates. Good written and oral English skills, including large and small group presentations Persuasive written language skills and strong interpersonal skills in large and small group settings Ability to promote shifts in organizational culture Knowledge & understanding of e-learning technology Project management Prefer working fluency in French, Spanish, Portuguese, or Arabic. 15-20% travel required ONLY APPLY IF YOU ARE A CURRENT CARE EMPLOYEE

HEALTH AND OVC SECTOR COORDINATOR

The goal of the Health and Orphans / Vulnerable Children (OVC) Program Strategy of CARE Rwanda is to reduce mortality among the most vulnerable groups, including women and children, through the delivery of quality health and related social services that ensure active community participation and accountability. CARE builds on its comparative advantage working with communities to design and implement sustainable community-based health and social protection interventions. We are seeking a Sector Coordinator with an overall responsibility for the strategic, technical and contractual leadership of health & OVC Programme portfolio. The position drives the CARE Rwanda Health & OVC Programme plans in line with the national Health & OVC Programme Strategies, CARE Rwanda's Strategic Plan, CARE International sector policies and with reference to the Rwanda Economic Development and Poverty Reduction Strategy. Requirements: Minimum 7 years working experience in the health and protection sector, of which at least 4 years in a developing country in Africa; Minimum 5 years experience managing health and OVC programs for international organizations in a similar setting, including grants and budget management; Masters in Public Health, international development or related field; Proven experience in proposal writing in Health (and other social sectors); Flexible, adaptable, dynamic and culturally sensitive. Team player with knowledge of gender and diversity issues affecting development programs; Strong analytical skills and able to work under pressure with minimum supervision; Strong knowledge of program and grants management; Strong coaching, facilitation and conceptual skills; Excellent oral and written communications skills in English required; and Advanced knowledge in basic computer software (word, excel and PowerPoint). The Sector Coordinator reports to the Assistant Country Director for Programs and the successful candidate will be based in Kigali with frequent travel in the country side.

ASSISTANT COUNTRY DIRECTOR PROGRAM SUPPORT

THIS POSITION IS FOR INTERNAL APPLICANTS ONLY. The Assistant Country Director (ACD) Program Support, based in Goma, DRC, provides leadership and direction to the financial and administrative functions and is expected to strategically position the program support function to meet Country Office (CO) objectives. Administrative functions include IT management, Procurement, Logistics and general Administration. He/she manages, supervises and monitors all aspects of the CO financial, budgetary and administrative activities based on CARE financial and administrative policies and procedures, donor policies and generally accepted accounting practices. He/she ensures that program support functions are implemented efficiently and cost-effectively and provide adequate support to CO operations. The ACD is expected to foster a culture and environment that supports the mentoring and growth of local leadership and to develop a succession plan resulting in his/her replacement after a 2 year period. He/she reports to the Country Director, is a member of the CO senior leadership team and is responsible for the stewardship of an annual budget of US\$ 6 million. Requirements: CPA qualification with a minimum of 4 years in a similar position. Demonstrated skills in strategic leadership and management in a complex international setting; with proven coaching, mentoring and training skills to enhance the skills of finance and administrative staff Exceptional financial skills with knowledge of SCALA and CARE USA's fiscal operating system High level of analytical and interpretative problem solving skills Ability to develop and implement solutions independently The post is unaccompanied and the successful candidate is expected to travel to sub-offices 25% of his/her time. She has the power to change her world, you have the power to help her do it. Are you ready to make a difference? Use your power and apply today!

IYCN COORDINATOR

We have an exciting opportunity for an IYCN Country Program Coordinator located in DC. This is an integral support member of the IYCN project team and will ensure smooth day-to-day operation of country program activities. Under the direction of the Project Director and the Country Program Specialist, the Country Program Coordinator ensures operational efficiency for project success. This position is a CARE staff employee who is seconded at the PATH office in DC for the IYCN project. S/he provides administrative and backstopping support to country programs. S/he coordinates with other project staff, consultants, and partners at country level, assist with the development of country work plans. S/he serves as a point person for assigned country activities and will provide operational and backstopping support to the country programs including providing task support during project start-up and close-down procedures. Assist in the preparation of country reports, facilitates country meetings including briefings, debriefings, and planning (both virtual and physical). Develop country fact sheets, assist the country managers and field coordinators in the development of work plans and budget and maintain country files. Assist with the preparation of scope of work and timeline for short term technical assistance to the countries and will serve as a point person of contact for the country programs for specified country activities. Facilitate communications between technical staff, consultants and field offices.

REQUIREMENTS:

- Master's Degree or equivalent in Public Health or other relevant discipline.
- A minimum of 2-4 years relevant international experience required.
- Excellent spoken and written English language and analytical skills.
- Strong organizational skills, including task and time management.
- Proven ability to take responsibility and initiative.
- Strong interpersonal skills and ability to play an active role in team environment is essential.
- Demonstrated ability to handle multiple tasks/activities.
- Must be thoroughly versed through training and experience, in the theory and practice of Infant and Young Child Nutrition. This includes knowledge of theories, formative research, program development, implementation, monitoring and evaluation, other program management skills and fund raising.
- Spanish/French fluency a big plus, especially Spanish.

MAKE A DIFFERENCE - WORK FOR CARE!

DEVELOPMENT SPECIALIST

The Development Specialist, based in DC is responsible for raising \$200,000- \$1,000,000 annually for CARE from individuals, corporations, foundations, and organizations. The position is highly focused on developing relationships, renewing and upgrading annual gifts and providing strong customer service. He/she researches and qualifies donors as well as Annual Gift renewals less than \$10,000 under the guidance of the Development Specialists manager. The position also provides support to senior colleagues in constituent research, data analysis and information management, developing constituent relationships and some participation on strategy teams, and developing supporting materials. Plan, execute and support events in the region to support CARE's mission. Note: This is an entry level position

REQUIREMENTS: Bachelor's degree and 3 years of work/or life experience requiring persuasion skills Prefer some fundraising skills; experience conducting research; some event coordination experience preferred Effective oral and written communication skills; proficiency using MS Office. Make a difference and work for CARE!

CHIEF OF PARTY

CARE Sierra Leone seeks a Chief of Party for an upcoming, 4-year, USAID-funded program focusing on Governance, Economic Growth and Natural Resource Management. The position will be based in Freetown, Sierra Leone. S/He will lead the overall planning and implementation of the project, overseeing all aspects (programmatic, financial, administrative, personnel). The CoP will lead the overall program strategy to enhance democratic governance, foster economic growth and improve natural resource

management to the benefit of the people of Sierra Leone. Specific responsibilities include: S/He will ensure that all project interventions are of a high quality and lead to measurable impact. This includes, but is not limited to, overseeing the annual work-plans preparation, identifying external technical support needs, ensuring that appropriate technical and budget management practices are being used in project implementation; Plans, in coordination with the key program staff, development of resource materials, coordination of meetings with partners and donor; Supervise key program staff – both technical and operational; Ensure the timely completion of all designated project component deliverables; Qualifications include: Advanced degree in Governance, Economics, Agribusiness, Natural Resource Management and/or International Development or other relevant field; At least 10 years of experience working in Natural Resource Management and/or Economic Governance sectors; Minimum 7-8 years in senior management position; Experience in designing, managing and implementing governance, natural resources, and/or agribusiness/value-chain activities with particular focus on the extractive mineral sector; Proven capacity to effectively manage and mentor staff with various levels of skills and experience; Strong negotiation and facilitation skills and experience working with senior level government officials; USAID program management experience a must; Ability to collaborate with people and organizations of diverse backgrounds; Excellent verbal and written communication skills in English.
Note: Position Pending Donor Approval

EXECUTIVE ASSISTANT

The Executive Assistant will be a key part of a fast paced stimulating office that handles global humanitarian and development issues and promotes CARE's advocacy agenda to the Congress, the administration and other key institutions. This individual will work closely with other support staff in the Washington DC office and throughout the organization to ensure the smooth operation of CARE's Policy Analysis, Government Relations, and Constituency Building teams. This high-responsibility position includes daily tasks such as travel support, meeting logistics, document management, office management and communications. The Executive Assistant will also provide assistance in financial tasks, such as budget preparation, record keeping and vendor relationships. This position requires at least 3 years of relevant work experience plus a high school diploma and relevant technical training, a customer service orientation, as well as flexibility and adaptability to the changing needs of a dynamic and growing office. Due to the Government Relations aspect of the office, a high level of professionalism, good writing skills and a pleasant telephone manner are crucial.

GOVERNMENT RELATIONS POSITIONS

CARE USA , one of the world's leading humanitarian, development and emergency relief organizations dedicated to fighting global poverty, is expanding its Washington , D.C. policy office. CARE seeks talented, committed professionals who want to make a difference in the world to fill the following positions: senior policy advisors and legislative assistants. These positions will be expected to coordinate a diverse public policy and advocacy portfolio. Issues include global poverty and development, global health, including HIV/AIDS and maternal and child health, conflict reduction, gender, resource conservation, climate change, hunger policy and other humanitarian concerns that impact families and communities throughout the developing world. Join a dynamic public advocacy team and help us advance CARE's policy priorities with Congress, the Administration and other key stakeholders. Requirements: Strong candidates will have graduate education or equivalent in relevant areas, substantive legislative/congressional experience; previous work with international affairs, global environmental, development and/or international health issues; be energetic and innovative thinkers; possess excellent written/oral communication skills. If you fit this description and are interested in working on key and compelling international development issues, contact with policy makers and making a difference in the world, we would like to learn more about you.

ASSISTANT COUNTRY DIRECTOR - TO BE FILLED SPRING 2008

CARE will start implementing rehabilitation and development programs in Liberia in March 2008. We are seeking a highly competent, professional Assistant Country Director (ACD) who can lead contextual analyses of poverty and vulnerability, design relevant programs that address poverty and social injustice and coordinate the implementation of those programs. In this position, you will be responsible for providing on-going support and capacity-building to senior national staff in ensuring program quality, program focus and measurability of program impact in an environment which requires considerable investment in these areas. This is a critical position for the country office, where you will have the opportunity to ensure both the coherency of rehabilitation and development programs as well as program proposal development and new initiatives. You will also be responsible for ensuring (along with the country director) the required networking and representation with key donors, government officials and fora in the country to position and leverage CARE's experience in advocacy and policy development/implementation opportunities based upon CARE's proven experience in field programming. Requirements include a bachelor's degree in a relevant discipline along with at least five years of senior management experience in a similar context. In addition, you must have excellent interpersonal, mentorship and communication skills. This is a spouse-only accompanied post and is not for children. She has the power to change her world; you have the power to help her do it. Use your power and apply today!

STAFF AND PROGRAM SECURITY ADVISOR

The Staff and Program Security Advisor is based in Columbo, Sri Lanka and advises the Country Office on how to reduce risks faced by personnel, assets and programs. This includes, but is not limited to the provision of professional security approaches, capacity development, in regards to security awareness, preparedness and management. The Security Advisor develops, implements and where necessary updates and maintains security advisories and operating procedures which are in line with the CARE International security protocols. In coordination with the regional security advisors and the CARE Security Unit (CSU), s/he is responsible for training and supporting staff to ensure that all risks are minimized. The incumbent demonstrates a high level of socio-cultural, political and economic understanding of the many contexts where CARE works. Also, s/he develops a solid working knowledge of CARE's programs in order to provide guidance and direction for safety and security which supports CARE's vision and mission. The SPSA is required to travel to CARE's operational areas, including volatile and dangerous locations to assist in addressing deteriorating security, developing security plans, and providing technical assistance. S/he reports directly to the Country Director, but shall submit situational reports to the regional security advisor and CSU as deemed appropriate by CSU. Requirements Bachelor's Degree in a field related to humanitarian work or security risk management 5 years experience in assisting international organizations in developing security strategies for their operations 3 years experience living/working in developing countries High level of experience in developing security related technical tools guidelines and systems Strong assessment and evaluation skills Join a humanitarian organization that is touching thousands of lives across the world in more ways than you can imagine. Expect more from your career. Apply today!

POLICY ADVISOR, LEARNING TO LEAD

We have an exciting opportunity to work in one of CARE's new Signature Program Areas! The temporary duty assignment or short term assignment is to work as part of a team leading the research and development of a policy and advocacy agenda for the Learning to Lead signature program. THIS POSITION WILL BE IN DC OR ATLANTA . Travel for this position is approximately 10-15% The incumbent will have responsibility for ensuring that emerging advocacy issues are researched and considered during the LTL planning process. He or she will also help to ensure that the LTL advocacy strategy complements the Policy and Advocacy Unit's ongoing agenda. The incumbent will work

under the supervision of a member of the PAU , and in close coordination with the LTL team. Please note that the short-term assignment will include a subset of the tasks below: 1. Identify priorities and issues that the Learning to Lead program may choose to address: This includes working with members of the Educational Regional Advisory Committees, BGE unit and PAU to distill the most salient global and regional level policy/advocacy issues from the three proposed objectives of Learning to Lead 2.

Lead the development of a comprehensive policy agenda for the Learning to Lead Program: As a member of the Learning to Lead design team, the Policy Advisor will take the principal responsibility for facilitating a process to develop the policy and advocacy plan of the LTL program. 3. Assess Country Office capacity development and support needs: This includes reviewing the organizational implications of the proposed Learning to Lead policy agenda. It will require assessing Country Office capacity to advocate around key issues of the learning to lead policy agenda and helping to develop a plan of action to ensure appropriate technical support to COs in this arena. 4. Contribute as a member of the LTL development team: This includes participation in external meetings, acting as an ambassador internally and externally about the development of LTL, support to the LTL signature program coordinator in representation roles, participation in strategy planning meetings, leading sessions of task force meetings, writing and editing documents relevant to LTL. The Advisor may also be asked by the Policy and Advocacy Unit to participate in planning or representation roles as they relate to education and leadership or the signature programs. Duration 5 months REQUIREMENTS: § Knowledge and professional experience about girls' education and or girls' leadership programs; § Highly developed writing and research skills; § Experience with policy analysis, constituency building, and/or legislative affairs. § Excellent education policy analysis skills, particularly in assessing national plans to achieve EFA goals and targets; § Familiarity with organizations implementing education and/or girls' leadership programs in the developing world; § At least three to five years of work experience with policy work. Spanish, French and Arabic languages a plus. She has the power to change her world - You have the power to help her do it! Apply today and make a global impact!

HRIS SPECIALIST

We have an exciting opportunity at CARE for a Human Resources Information Systems (HRIS) Specialist. The primary responsibility is the support and maintenance of CARE USA's HRIS in addition to other systems supported by the HR unit. S/he serves as the functional expert and point-of-contact for assigned areas and assists subject matter experts with ensuring data integrity, queries and report writing, development of end-user procedures and analyzing data flows for process improvements. The HRIS Specialist supports system upgrades, testing, patches, table maintenance and other technical projects. This positions serves as HR liaison with Information Technology(IT) and Finance(Payroll) Divisions in making optimum use of the functionality offered by the HRIS (Lawson HR Suite including Payroll - Version 8.1). S/he will assist in solving human resource information problems, identify information requirements through business analysis, research and needs assessments in an effort to align information technology solutions with business initiatives and processes. S/he will engage with key staff within CARE USA in design and implementation of automated HR systems to support organizational priorities and improve efficiencies to include preparing HR functional system requirements regarding data inputs and outputs (reporting). The Specialist is responsible for development of end-user training plans and materials to deliver training. REQUIREMENTS: 3+ years of HRIS experience (functional HR & Payroll) 3+ years experience with major HR management system - LAWSON HIGHLY PREFERRED - Oracle-PeopleSoft or ADP also helpful 1 - 2 years of project management and report writing experience (i.e.Cystal Reports) Strong project management skills (PMP certification a plus) Working knowledge of HR business processes and systems Understanding of HRIS software database design and tools, structure, functions and processes Thorough knowledge of MS Office Suite Ability to gather and analyze information in order to solve problems and recommend solutions COME MAKE A DIFFERENCE AND WORK FOR CARE!

DIRECTOR GULF STATE FUNDING

CARE has an exciting opportunity for INTERNAL EMPLOYEES. The Director of Gulf State Development will support the MEERMU Regional Director in the development and servicing of CARE's relationship with Dubai Cares and other potential Gulf State donors. In collaboration with country offices, the RMU and relevant CI members, the Director of Gulf State Development will play a critical role in servicing the reporting requirements from existing projects. This will include regular quarterly/six monthly reporting, in addition to ad hoc reports, site visits, etc that will be required by Dubai Cares. In addition, the Director will look at mechanisms to foster the ongoing relationship between CARE International and Dubai Cares. This will involve identifying additional areas for future funding support from across CARE International and the identification of areas for collaboration in the area of Middle East advocacy or regional programming. The Director will be tasked with developing a Gulf State Fundraising plan which would identify current opportunities from across the and outline an implementation plan. Existing grant will be approximately 30 million, however the Director will be looking at securing additional amounts from both Dubai Cares and other Gulf State donors. Essential Duties Include: Project Reporting Proposal Development Strategy Development and Donor Relations Donor Stewardship and Reporting Internal Communications Requirements: BA/BS degree 5 plus years of experience in any combination of project design/management; proposal writing, fundraising, program advisory or field work Excellent oral and written communications skills in both English and Arabic Strong interpersonal and relationship-building skills Experience working as part of a team Demonstrable strong analytic skills Computer literacy, including facility with Word, Excel, and other Microsoft Office applications Highly qualified candidates will have an advanced degree in relevant field, 10 years or more of experience in some combination of field work and project design/proposal writing and project design/proposal writing for foundations or comparable donors. OPEN ONLY TO CURRENT CARE EMPLOYEES

PROJECT MANAGER

The Project Manager leads the overall planning, implementation and monitoring of CARE's component of the Livelihood Expansion and Asset Development (LEAD) Project in Sierra Leone. This includes ensuring that work plans are in place, M&E systems are up and running, and administering the project budget and donor reporting. Reporting to the Youth and Livelihoods Coordinator, the Project Manager supervises project staff and ensures timely technical assistance to project activities. Sierra Leone was embroiled in a civil war for more than a decade, with the conflict claiming more than 20,000 and leaving countless others maimed and traumatized. The war was officially declared over in January 2002, but rural households returning to their communities found them in ruins with all structures destroyed or vandalized, and productive assets such as rice mills, water wells, rice stores, markets and other economic facilities vandalized or destroyed. Peaceful elections were held in 2002 and again in 2007. The LEAD project is a collaboration between CARE, Africare, CRS and World Vision and is a follow on project to the earlier Development Relief Program. In light of the changing socio-economic climate in the country, LEAD focuses on the creation of communally owned assets, improving health through improved nutritive and behavioral practices. The project builds on the foundations that previous project established in rural areas in the agricultural and health sectors with new activities that leverage impact. Requirements: Bachelor's degree in agriculture, community development or related discipline 5 years experience with an international development organization, managing multi-disciplinary projects in complex operating environments, including managing Title II projects; or experience with direct oversight of individual projects involved in youth engagement, agricultural development or microfinance 1 year experience in sustaining and strengthening partnerships Solid human resource management skills with ability to build rapidly a strong multi-technical team and effectively oversee sub-office administrative functions Monitoring & Evaluation experience, knowledge of participatory methodologies and of tropical food security issues Excellent written communication skills in English are a must This position is based in

Makeni Town, the provincial centre of the Northern Province and located within Bombali District, approximately three hours drive along a good road from Freetown, the capital. The Project Manager will travel 75% of the time to the villages in the operational area. This is an accompanied posting, restricted to spouse/partner only.

FIELD COORDINATOR

Do you have the ability to lead and motivate others? Would you like an opportunity to work for a leading poverty fighting organization that is making a real difference in the world? Do you have the ability to lead and motivate others? Are you seeking unparalleled benefits, such as 4 weeks vacation, a 401K with an 8% company contribution and medical benefits on your first day of employment? If you answered yes to these questions, then we are interested in learning more about you! The Field Coordinator will play a key role in CARE's efforts to grow a diverse and active constituency and mobilize volunteers dedicated to ending poverty. The incumbent joins a close-knit team of dedicated colleagues that works to influence U. S. development policies and programs that impact millions of people in the developing world and CARE's work with them. This position offers the opportunity to help develop the CARE Action Network (CAN) into a national force for policies that support the fight against global poverty. The Field Coordinator (FC) has overall responsibility for designing and implementing a regional strategy to mobilize select CARE donors and opinion leaders in order to engage Members of Congress around CARE's mission. To do this, the FC seeks to build a cadre of advocates capable of reaching key US legislators and thus enhance CARE's ability to influence public policy. The FC is most interested in those "grass tops" individuals whose connections to elected officials can be utilized to advance CARE's policy agenda. The FC works under the direction of the Deputy Director for Field Operations to support CARE's US-based office(s) with information, materials, strategies, and logistical assistance to facilitate donor and opinion leader education and mobilization. The FC will work as a de facto member of the External Relations (ER) Regional team and will collaborate with the fundraisers in the US-based office(s) to establish and maintain relationships with donors and other CARE supporters through a variety of means such as phone calls, mailings, one-on-one meetings and special events. The Field Coordinator is responsible for identifying and mobilizing supporters in selected States and Congressional Districts and ensures program objectives are met.

Requirements · Bachelor's Degree in International Relations or similar field · 5 years experience working on Capital Hill or same amount of experience working on candidate or issue campaigns · Managing public information · Advocacy and/or political campaigns · Volunteer management · MS Office · Knowledge and understanding of the way in which the USG policies are created · Knowledge and understanding of policy issues related to CARE's mission

Please visit the CARE website to learn more about the organization and to apply for the position today!

FIELD COORDINATOR

Would you like an opportunity to work for a leading poverty fighting organization that is making a real difference in the world? Do you have the ability to lead and motivate others? Do you like communicating with people? Are you seeking unparalleled benefits, such as 4 weeks vacation, a 401K with an 8% company contribution and medical benefits on your first day of employment? If you answered yes to these questions, then we are interested in learning more about you! The Field Coordinator will play a key role in CARE's efforts to grow a diverse and active constituency and mobilize volunteers dedicated to ending poverty. The incumbent joins a close-knit team of dedicated colleagues that works to influence U. S. development policies and programs that impact millions of people in the developing world and CARE's work with them. This position offers the opportunity to help develop the CARE Action Network (CAN) into a national force for policies that support the fight against global poverty. The Field Coordinator (FC) has overall responsibility for designing and implementing a regional strategy to mobilize select CARE donors and opinion leaders in order to engage Members of Congress around

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COUNTRY DIRECTOR

CARE is seeking a Country Director for its program in Democratic Republic of Congo. This position is very rewarding, yet one of the toughest and most challenging in CARE. DRC is the third largest African country with newly elected legislators and president. It is an exciting time to be in DRC, to assist civil society to advance toward a peaceful, democratic state that supports sustainable development. CARE's programs in DRC currently focus on reproductive health, malaria prevention, community development, the environment, and emergency response. There are approximately 120 national staff and eight internationals other than the Country Director, and the annual budget is \$5-6 million. In general, CARE's Country Directors must have the following qualifications: Bachelor's degree in a relevant discipline Demonstrated leadership and management skills in a very complex international setting Demonstrated experience in program design, implementation and evaluation Experience in emergency-related activities Ability and interest in coaching and developing staff Demonstrated cross-cultural communication skills Strong financial knowledge and experience, including complex budget management and donor compliance & reporting Experience in cultivating and maintaining partnerships & collaborative relationships with national & international NGOs as well as with donors & government counterparts. In addition, French language skills are required to work in the DRC. To succeed as a Country Director in DRC, you must have patience, resourcefulness, tolerance, diplomatic and negotiating skills, flexibility, and stamina. You must also be able to thrive on tiny, incremental successes, find satisfaction in occupying common ground with apparent adversaries, and understand that solutions to seemingly overwhelming problems often emerge where and when least expected. She has the ability to change her world; you have the power to help her do it. Are you ready to make a difference? Use your power and apply today!

SENIOR POLICY ADVISOR

CARE Sierra Leone seeks a Senior Policy Advisor for an upcoming, 4-year, USAID-funded program focusing on Governance, Economic Growth and Natural Resource Management. The position will be based in Freetown, Sierra Leone. S/He will provide technical advice on, and oversee the implementation of activities that will build local capacities in sustainable forest management, participatory community-based land use management; market-driven resource-based enterprise development, governance, payment for environmental services, and forest and natural resource (extractive mineral sector – especially diamonds and gold) policy and management. The natural resources

management program will assist rural communities to sustainably and economically manage their forests and natural resources and improve their livelihoods. Specific responsibilities include:

- Lead and technically supervise all aspects of the natural resource management component of the project;
- Work with other project team members to ensure a quality, integrated approach to sustainable resource management and economic development in each geographic area of the project;
- Oversee the strengthening of the government's capacity for negotiation with international mining companies and interests; and to refocus programs from the production side, to professionalism of the mining sector;
- Ensure the timely completion of all designated project component deliverables;

Qualifications include: Advanced degree in Natural Resource Management, International Development, Environmental Discipline or other relevant field; At least 8 years of experience working in Natural Resource Management and/or Economic Governance sectors; Minimum 8 years in senior management position; Experience in designing, managing and implementing natural resources or governance activities with particular focus on the extractive mineral sector; Proven capacity to effectively manage and mentor staff with various levels of skills and experience; Experience monitoring and evaluating natural resource and/or governance activities; Strong negotiation and facilitation skills and experience working with senior level government officials; Ability to collaborate with people and organizations of diverse backgrounds; Excellent verbal and written communication skills in English. Note: Position Pending Donor Approval

DEPUTY CHIEF OF PARTY

CARE seeks a Deputy Chief of Party (DCoP), to be based in Horn of Africa to directly oversee program implementation of an anticipated \$35+ million 5-year basic education teacher training & community-based adaptation/implementation of teacher education activities. The DCoP will assume the duties of the Chief of Party while s/he is away on leave or travel duty. Such duties include playing a key role in the launching and management of this country-wide project through a combination of: training and capacity building, school health and nutrition interventions; gender focused interventions enhancing teachers and girls' students leadership capabilities and skills; overseeing personnel and financial management; administrative oversight and program quality assurance; and partner/donor relations. Requirements Include:

- Masters Degree in education, social science or appropriate technical field.
- At least 5 years of overseas experience of which 2 must have been in a senior management position.
- Demonstrated project management experience with projects of similar size and complexity.
- Experience working in a consortium and with multiple partners.
- Experience managing USG grants and related reporting, budgeting, procurement, and project management procedures.
- 5 years of supervisory experience, excellent communication, diplomatic and interpersonal skills with the ability to dialogue, network, and negotiate with donor agencies, international institutions, various stakeholders and development partners.
- Proven financial and personnel management skills.
- Excellent facilitation and negotiation skills.
- Demonstrated skills in leadership and management in a challenging international setting.
- Proven skills in effective team management and leadership; effective partnership management skills.
- Solid monitoring and evaluation knowledge and skills, preferably in education sector.
- Excellent verbal and written communication skills in English.
- Experience with different target groups and education methods (e.g. ABE, pastoralist, rural sedentary households, etc.).

Highly qualified candidates will have the following skills and experience:

- Ability to synergize between regional teacher training interventions and school/community-based efforts to support teachers and monitor the impact of training on their pedagogical practice in the classroom.
- Designing and implementing complementary health and nutrition activities in target schools and communities.
- Designing impact assessment framework, tools and methodologies, and in their application within the program.
- Designing and implementing innovative ways for female teachers and students to create an enabling environment for girls to learn leadership skills.
- Experience with education programming, and in the Horn of Africa preferred.
- Local language skills desirable.

FACE-TO-FACE RECRUITER

The role of Face-to-Face Recruiter will be to recruit recurring monthly donors to CARE. This is an outdoor based position that will require the Recruiter to approach members of the general public, primarily on busy metropolitan areas in downtown DC, but also potentially in surrounding neighborhoods, asking them to become monthly supporters. Recruiters must be: Very articulate Resilient Charming communicators Effective team contributors Capable of dealing with a daily target measured environment Significant CARE experience may be substituted for the above requirements They must also be able to responsibly and competently use and maintain the computer hardware technology that the recruitment process will depend on. Face-to-Face Recruiters are the face of CARE; raising awareness about global poverty and getting members of the public to help CARE eliminate global poverty one month at a time.

Positions with Other CARE Members

CARE Sierra Leone

Food Security Proposal Design

Introduction

CARE seeks a lead proposal designer/writer (consultant) to, along with community members and CARE staff, design a competitive and innovative proposal which addresses food security constraints in rural Sierra Leone.

Priority Areas

- Improved & Conservation Agriculture: including Soil Fertility Testing & Farming adaptation on soil fertility findings, terracing, no till farming
- Linkages with market (regional, national and international)
- Land Tenure constraints (perpetual control of land for subsistence farmers, targeting women and socially marginalized youth)
- Post Harvest Loss Management: Storage and Drying
- Village Savings and Lending

Timeline

This consultancy should be limited to 21 days, and should be completed by 30 April 2008 (tentative date as we are still awaiting the call for proposal).

Skills/Experience/Competencies

CARE SL seeks the consultant with the following traits:

Required

Proven experience in designing and writing successful agriculture proposals in an African context

Recommended

Experience with Sierra Leonean agricultural context

Experience designing logical frameworks and budgets for agriculture programs

Interested parties should submit a two page maximum proposal including proposed methodology, timeline and cost.

Care.SierraLeone@co.care.org

Job title: Country Director

Organization: CARE Canada

Unit/CO: CARE International in Chad

Work location: N'Djamena, Chad

Contract start date: TBD

Contract duration: 1 year

Deadline for applications: This position will remain open until filled.

Job Summary:

CARE Canada (CC) is currently looking for a Country Director (CD) for CARE International in Chad. The Country Director has the overall responsibility for the effective management of CARE International in Chad based on CARE Canada's mission, vision, and values. The position encompasses the following responsibilities: 1) financial, budget and administration management; 2) program development and implementation; 3) strategic planning; 4) human resources capacity building and management; 5) security and emergency response; and 6) representation and communications.

CARE International in Chad embarked about four years ago on an impressive growth path, in which its portfolio grew significantly to approximately \$13 million USD/year today. In a complex operating environment, the primary challenges awaiting the incoming Country Director (CD) will include overseeing the strengthening of the Country Office's (CO) financial management system; a review of the CO cost structure and income streams to ascertain the CO's financial viability going forward; an assessment of staff capacity building needs; and a review of program quality. As well, all COs will be required to put a stronger focus on security going forward. As with CARE Canada's five other missions worldwide, the CD will be able to count on the support of a strong team at HQ, in the areas of contract management, finance, security and emergency response, program development, and technical assistance.

Responsibilities:

1-Financial, Budget and Administration Management

- Support the Assistant Country Director (ACD) Finance in the development of the CO's annual budget as per CC procedures;
- Ensure coverage of costs and adequate indirect cost recovery (ICR) from existing and new projects; monitor and analyze CO cost structure, particularly in anticipation of changes in program portfolio;
- Ensure CI donor contract compliance; ensure the application of CARE financial procedures;
- Ensure that recommendations from previous CO audits are addressed and subsequent audits show improving trend.

2-Program Development and Implementation

- During the annual budget development process, provide support and guide the CO staff in the identification of new programming opportunities, based on an analysis of the congruence between CARE strengths and objectives and donor opportunities;
- Support the ACD Program in the active research and development of new projects to be proposed to potential donors; lead negotiations to ensure that CARE program and financial objectives are attained;
- Ensure effective project implementation, by supporting staff in their search and use of best programming practices, and by ensuring that CARE's financial and donor contractual requirements are met. Ensure effective monitoring of project implementation that allows timely course corrections as necessary.

-Explore possibilities of program funding diversification, including approach by sector and by program, private sector, other institutional donors, and new program implementation approaches (ex. Implementation through local partners);

3-Strategic Planning

-Provide support to the ACD Program in the first Long-Range Strategic Planning process which will cover the first semester 2008 for CARE International in Chad;
-Ensure regular use of general strategic planning principles in the planning session of CARE International in Chad.

4- Human Resources Development and Management

-Anticipate staffing needs and provide support or lead recruitment efforts (with active support from HQ for international hires);
-Ensure that hiring, development, termination and determination of compensation levels of national staff is in accordance with host country laws and practice; ensure that CC's HR policies are respected for expatriate personnel;
-Adopt and lead by example effective performance management, including timely and clear communication of expectations and feedback, provide support to staff in decision-making in their levels of authority, and consistency and coherence in the recognition of merit;
-Promote staff development, primarily through coaching and mentoring;
-Directly supervise senior staff, both expatriate and national;
-Lead regular senior management team meetings;
- Create a climate and maintain a true team environment in which input on key issues is sought from colleagues in open discussion.

5-Security and Emergency Response

-Ensure that CO's security plan is kept up to date and that staff regularly follow mandatory security procedures identified as appropriate to the context;
-Ensure that the CO emergency preparedness plan is kept up to date and is effectively communicated to staff at least once a year;
-Authorize and manage staff evacuations as necessary (for health or other reasons).

6-Representation and Communications

-Make sure that the image of CARE International's in Chad is consistent with CARE's mission, vision and values and protect CARE's interests and assets;
-Build effective organizational relationships and networks with partners; liaise with host government/donor government and other lead agency representatives;
-Maintain effective communications with CARE International members regarding program development, funding agreements and staffing;
-Provide on a biannual basis, a report to CARE Canada for CARE International and its members, on the affairs of the Country Office, including security;
-Provide periodic reports directly to CARE organizations and to other project donors according to the specific agreements;
-Maintain regular communication with HQ in a spirit of shared problem-solving.

Education and Certifications

• University degree in a relevant discipline. Master's degree in relevant discipline would be an asset.

Minimal requirements:

-Minimum of ten years of experience in international development or humanitarian assistance;

- At least five years of successful experience at the senior management level in overseas postings, in the countries that lived chronic political instability, and in the emergency response context;
- Superior leadership particularly in support of multi-disciplinary and multi-national teams;
- Solid understanding of financial and budget management, and of best practice programming (expertise by sector would be an asset);
- Excellent oral and written communication skills both in French and in English;
- Proven abilities in decision-making and problem-solving in crisis contexts;
- Experience in security management;
- Flexibility and willingness to undertake regional and international travel.

Please apply online at www.care.ca or www.careerswithoutborders.com. Alternatively, you may send your CV and application letter to madina@care.ca.

We thank all candidates for the responses to this advertisement. However, we regret that only short listed candidates will be contacted.