



PUBLIC FELLOWS PROGRAM

Job Title:	Various
Organization:	United States Department of State
Department/Office:	Various
Location:	Washington, D.C. (with the exception of the U.S. mission to the UN, located in New York, NY)
Salary:	\$70,000; dependent upon experience
Special Requirements:	U.S. citizenship, security clearance
Start Date:	Variable: may take up to 6 months due to security clearance

ORGANIZATION / DEPARTMENT DESCRIPTION

The U.S. Department of State is the federal executive department with responsibility for the nation's international relations. It was the first cabinet department created when Congress first met in 1789. ACLS has arranged to place Public Fellows at the State Department in cooperation with the Department's own Franklin Fellows Program, an innovative executive development vehicle that brings knowledge from outside the Department to bear on global issues of vital importance to the United States such as the environment, counterterrorism, human rights, HIV/AIDS and other trans-national diseases, trade and financial policy.

POSITION DESCRIPTION

Two ACLS Public Fellows will be matched with offices in the Department of State and the U.S. Agency for International Development (USAID) in conjunction with the Franklin Fellows Program. The Public Fellows will be integrated into the substantive work of the bureau where they are placed. Fellows may work with other government entities, such as Congress, the White House, the Departments of Defense, Commerce, Homeland Security and other Executive Branch agencies, depending on their duties.

Please consult the 100+ possible positions available at the Department at <http://www.careers.state.gov/FF> at the bottom of the page under "Position Descriptions."

The following three examples illustrate, but do not exhaust, the range of opportunities open to Public Fellows:

Office of the Secretary, Office of the Special Representative to Muslim Communities Muslim Engagement Specialist (S/SRMC)

The Specialist will assist the Special Representative by developing and implementing Muslim engagement initiatives around the world, in coordination with our Embassies, interagency partners, private sector partners, educational institutions and NGOs.

This position is *only* available through the ACLS Public Fellows program. You may *not* contact the hosting agency or the Franklin Fellows Program to inquire about these positions.

The Specialist will creatively use social media websites, including Facebook and Twitter, to develop and enhance the Special Representative's online engagement with young people around the world.

The Specialist will work with U.S. embassies overseas and with regional bureau colleagues to develop new initiatives overseas, as well as initiatives that can be supported from Washington; draft policy papers and memos for the Secretary and other senior interagency officials, and monitor intelligence reporting, cables, and articles by other organizations that contribute to our understanding of Muslim communities overseas; support the Special Representative by preparing briefing materials prior to the Special Representative's travel and accompany the Special Representative on official travel as needed.

**Bureau of Democracy, Human Rights, and Labor (DRL)
Human Rights/Democracy Promotion Specialist**

The Specialist will maintain responsibility for a given set of countries in which he/she is expected to develop expertise in human rights and democracy issues.

The Specialist will draft briefing documents for Bureau and Department leaders on human rights issues in assigned countries; review press guidance and other internal Department documents concerning human rights and democracy in assigned countries; edit, redraft and conduct research on assigned countries for inclusion in the annual Country Reports on Human Rights Practices; review and monitor democracy and human rights grants programs in assigned countries; liaise with other bureaus at State, and within the interagency and the NGO community to develop and coordinate strategy and policy on priority issues; conduct vetting of foreign candidates for international assistance programs to ensure that global human rights standards are upheld; provide background and guidance to the Department of Homeland Security and U.S. Immigration Courts for their use in adjudicating asylum claims; respond to Congressional and other requests for information regarding human rights in assigned countries.

**US Agency for International Development, Africa Bureau Office
Conflict, Peacebuilding, and Governance Division
Conflict and Peacebuilding Expert (USAID/AFR/SD/CPG)**

The Fellow/Expert will provide advice and guidance to the Africa Bureau in Washington and Africa-based democracy and governance officers on decentralization, local governance, and possible programming.

The Expert will continue and advance research on African decentralization experiences, deepening the Division's understanding of country experiences, themes, or issues raised in the "Assessment" (such as Nigeria or fiscal decentralization) or expand upon the report with research into additional countries (such as Kenya or Somalia); enhance the Division's outreach on democracy and governance issues through oral presentations and written material; build the

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Division's network of contacts and experts on decentralization, subnational levels of governance, and public service delivery in Africa; and assist with outreach and relationship building with businesses, NGOs, foundations, and academic institutions, as well as across the U.S. Government.

QUALIFICATIONS

All ACLS Public Fellows must hold a Ph.D. in a field of the humanities or humanistic social sciences.

Applicants should formulate their cover letter and resume for a specific position chosen from the pdf available at the bottom of <http://www.careers.state.gov/FF> under "Position Descriptions" and will additionally be asked to rank-order 3 other positions at the State Department that interest them. Applications need to be submitted through the ACLS Online Application Portal (OFA), not directly to the Franklin Fellows Program.

Please note that the start date may differ per position due to vacancy and/or for security clearance. Each position offered at the Department of State and the US Agency for International Development lists specific qualifications, but most include:

- Strong writing and oral communications skills and a background in research and analysis.
- Ability to work under deadline and take on increasing levels of responsibilities/tasks in a fast-paced environment.

APPLICATIONS

- Information on the ACLS Public Fellows program: www.acls.org/programs/publicfellows
- Have to be submitted through the ACLS Online Fellowship Application system (ofa.acls.org).
- Application deadline: **May 16, 2011, 3pm (EDT)**

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