



Recruitment Notice: Research, Planning and Drafting Team

The Carter Center (TCC) is currently conducting a long-term mission in Nepal to observe the progress of Nepal's peace process and constitution drafting process. TCC Long Term Observers (LTOs) are deployed to each of Nepal's five development regions and travel regularly. TCC LTOs observe, assess, and report on the ground conditions around the country regarding key indicators of the peace process and constitution drafting process. The information they provide is used to generate public and private statements in order to build confidence in the democratic process and to highlight areas requiring additional attention for both Nepali policymakers and international stakeholders.

The Center is now recruiting one international and one Nepali candidate to be members of a two-person Research, Planning and Drafting (RPD) Team that will provide ongoing support to its observation project. RPD team members will conduct research, create reporting forms, gather background information on peace process and constitutional issues, provide guidance to TCC Nepal management and LTOs, and compile and draft reports on a regular basis. It is expected that selected candidates would be available to start work in January 2011 and remain with the project until June 30, 2011, although this period could be extended or shortened depending on political events. Positions are currently contingent upon project funding. The deadline for candidate applications is November 15, 2010 and candidates will be reviewed on a rolling basis. To read more about the Carter Center's work in Nepal, please visit: <http://www.cartercenter.org/countries/nepal.html>

Please note that the Carter Center strongly encourages applications from Nepali candidates from historically marginalized groups such as women, Madhesis, Janajatis, Dalits and others.

Primary Responsibilities:

- Assist TCC Nepal management in strategic planning on which peace process or constitution drafting topics the Carter Center should focus on for public and/or private reports;
- Draft observation forms for Carter Center Long Term Observers (LTOs) to use in order to collect data for the reports, in coordination with the TCC Nepal management and LTO teams;
- Plan and participate in briefing sessions for Carter Center LTOs, as well as provide background reading or identify additional experts as and when necessary;
- Assist in the management and analysis of data from LTO field teams;
- Draft some or all of the planned public/private reports, in coordination with TCC Nepal management;
- Monitor the progress of the constitution drafting process at the national level
- Monitor the Nepali national media (print, radio and TV) for news related to topics the Center is writing reports on or considering as future report topics;

Qualifications:

Ideal candidates will possess some or all of the following qualifications:

- Prior working experience in Nepal and understanding of South Asian political and cultural context
- Experience designing and conducting research on Nepal for policy groups or research firms, democracy promotion organizations, or academic institutions.

- International candidates should possess fluency in written and spoken English and fluency or proficiency in written and spoken Nepali.
- Nepali candidates should possess fluency in written and spoken Nepali and English
- Expertise in some or all of the following areas: political analysis, human rights, post-conflict transition, conflict resolution and peace-building, elections
- Interest in supporting Nepal's peace and constitutional process and promoting greater understanding of current political dynamics at the local level
- Political impartiality
- Cross-cultural understanding, strong interpersonal skills, and the ability to work well in a small team

Preferred skills:

- Regional language fluency or proficiency
- Previous experience drafting reports for a public audience
- Previous experience leading or conducting trainings

Financial compensation: Selected candidates will be compensated in line with the Carter Center's approved budgeted salary rates and with given consideration to previous work experience.

For further information, please contact: tccnepal@gmail.com. Please include a brief cover letter, CV, references, and the date from which you would be available to begin work.

NOTE: Due to the large number of applications, the Center will not be able to respond to all candidates individually.