Roots of Peace Program Fellowship

Background
Roots of Peace (ROP) works to help some of the world’s most vulnerable economies recover after conflict. We support individuals and communities by removing remnants of war, providing access to resources, building local capacity and facilitating market linkages. Our mission is to restore economic vitality by creating livelihood opportunities in places with a history of conflict and violence.

Established in 1997, Roots of Peace has worked in Croatia, Bosnia-Herzegovina, Cambodia, Angola, Iraq, Afghanistan, West Bank and Vietnam.

The ROP Program Fellowship will be a thorough introduction to the Roots of Peace programs, and will teach fellows how programs are developed and supported.

The Fellow will be based in Vietnam supporting ROP’s program there. A minimum commitment of nine months is expected. Participants may have the opportunity to extend the fellowship by three months.

While in Vietnam fellows will receive a monthly stipend of $1200 with an expected workweek of five days. Housing will be provided. You must have your own laptop, etc.

Start date: (o/a) November 1, 2014

Training
Training at the home office will serve as an intro to ROP’s program support model to include: work planning and work plan management; PMP/ data monitoring/ outcomes and impact; budgeting and budget management; reporting and compliance. In addition to these elements the fellow will learn about “technical” themes of the program namely agriculture, horticulture, and trade.

Anticipated Responsibilities:
• Act as the primary point of contact for the Program Manager; coordinate regular check-ins and provide ad hoc updates when necessary
• Maintain trackers for program activities, budgets and impact monitoring
• Research interventions, technologies and program management tools
• Participate in writing reports, fact sheets, and marketing/PR materials
• Assist with data analysis
• Participate in presentations and/or share program information with audiences with varying levels of familiarity with ROP and programs
• Contribute to development of new marketing element of ROP’s Vietnam program, likely R&D focused

Program Development:
Fellows will have the opportunity to contribute to developing new programs at Roots of Peace. This will include researching feasibility of location and location context; following up on donor agendas and opportunities and potentially grant writing or proposal work.

Skills:
• Optimism and positivity a must
• Commitment to improving livelihoods of farmers in developing countries
• Passionate about social change and attentive to global issues
• Interest in research and writing, must be very detailed and thorough
• Ability to work independently and as a part of a team
• Academic background in agriculture, trade, international development or management. MA/MSc. preferred.
• Must have experience in developing countries
• Must have strong people skills
• Must have very strong communication skills both verbal and written
• Must know standard computer software applications