

**AMNESTY
INTERNATIONAL**



Conflict Management Assistance Group

CALL FOR EXPRESSIONS OF INTEREST

AMNESTY INTERNATIONAL MEMBERS ONLY

AI Index: ORG 82/6185/2017

To: All Sections and Structures
From: International Board
Date: 15 May 2017

International Secretariat
Peter Benenson House
1 Easton Street
London WC1X 0DW

SUMMARY

The International Board (Board) is seeking two new members for the Conflict Management Assistance Group (CMAG) to fill two vacancies in the group.

This paper therefore presents a call for expressions of interest for candidates to fill these vacancies. The successful candidates will be decided by the Board and the Secretary General (SG), respectively, by August 2017.

DISTRIBUTION

This circular is being sent to all sections and structures.

RECOMMENDED ACTIONS

- Please circulate this paper to all in your Section or Structure as appropriate.
- Please send a **brief expression of interest and curriculum vitae**, including the information outlined below, to boardcoordinator@amnesty.org **by 9 June 2017**.

Call for Expressions of Interest for the Conflict Management Assistance Group

1. BACKGROUND

The International Board appointed members of the Conflict Management Assistance Group (CMAG) between July 2011 and March 2012 and the Group has been working since this time. CMAG is composed of five members, four of whom are Amnesty International members and one external member who is a conflict management professional. The current members of the CMAG are: Sabine Geiger (Chair, Austria), Roger Clark (Canada English), Peter Mok (Hong Kong), Ingeborg Schwarz-Zuppiroli (Switzerland) and Marylyn Leet (USA). The CMAG exists mainly to supplement other conflict management resources within Amnesty International by providing impartial listening, information resource sharing and options for the handling of disputes to Amnesty International leaders facing imminent or actual conflict.

Members of the CMAG serve a term of four years and may be reappointed once, following a pattern of two staggered four-year terms.

- 1) The Board is currently seeking to appoint one new CMAG member to replace Sabine Geiger, whose term will end in August 2017.
- 2) The second position is appointed by the Secretary General to replace Roger Clark, whose term will end in August 2017. The Secretary General appointed position should be filled by someone with significant managerial experience, this may include but is not limited to former Amnesty International Directors. The Secretary General appointed position should preferably be filled by a former Amnesty section director. Both positions will start in August 2017.

The International Board and the Secretary General are seeking two Amnesty International members with substantial knowledge of theory of conflict resolution and management, practical experience in conflict resolution and management, coaching and training, as well as governance/management experience who are not serving in any elected or staff positions within the movement at the time of their appointment, to join the CMAG.

These two positions replace Sabine Geiger (Board appointed member) and Roger Clark (Secretary General appointed member), respectively, both starting in August 2017. Candidates applying for any of the two positions may well be serving in an elected position within the movement or a staff position at the time of submitting an application, as long as they will no longer be in such a position at the time of appointment.

Sections and structures should make this paper available to all relevant members and staff.

2. PROFILE

The International Board and the Secretary General are seeking someone with skills and experience of conflict management and resolution and substantial knowledge of section/structure governance, management and membership to work with the other members as a conflict management and resolution resource for the Amnesty International movement. In addition to acting as a movement

resource on conflict management and resolution, CMAG also liaises with the Conflict Advisor in the Movement Support Programme (MSP) at the International Secretariat. Applicants should have sufficient time to dedicate to the work of the Group, including attending bi-monthly virtual meetings. Applicants should not be serving in a governance or staff position of an Amnesty International section or structure or an international committee at the time of their appointment.

The Board will ensure that gender balance and diversity is reflected in the composition of the Group and would like to particularly encourage Spanish and French speakers from Latin America, Africa or the Middle East & North Africa (MENA) regions (fluency in English is required) to apply so that the Group's members encompass all of Amnesty's three core languages and the regions.

Candidates should be available from August 2017 to August 2021.

3. HOW TO APPLY

Expressions of interest for the position of Member of the CMAG, including supporting information which addresses the points in the Person Specification (below), should be submitted to boardcoordinator@amnesty.org by **9 June 2017**.

Please see the CMAG Terms of Reference (ORG 41 4879 2016) for more information about the role or visit the [CMAG wiki](#) for more information about CMAG. Questions can also be sent to committees@amnesty.org.

The International Board and the Secretary General will review applications in June 2017 and the appointment of the two new members of CMAG will be made by the Board and the Secretary General, respectively, by August 2017.

4. CMAG ROLE DESCRIPTION

Job Title: Member

Team: Conflict Management Assistance Group (CMAG)

OVERALL PURPOSE OF THE CMAG

To supplement other conflict management resources within Amnesty International by providing impartial listening, information resource sharing and options for working productively with conflict.

PRIMARY TASKS

To advise and support the international movement on conflict management by providing advice and guidance to AI entities and the International Secretariat (IS) on conflict.

HOW

By clarifying existing conflict resolution processes, addressing concerns about engaging these processes, and listening to concerns about interventions conducted by the section/structure or the International Secretariat, when requested.

By advising on applicable policies, standards and best practices and facilitating communication with, and access to, relevant parts of the movement – such as the International Board, the Secretary General, the Movement Support Programme (MSP), the Governance Programme and other sections and structures.

By identifying feasible options to constructively approach and manage conflict, and providing guidance in choosing the most appropriate options.

PERSON SPECIFICATION

CRITERIA	STANDARD	Essential (E) Desirable (D)
1. Experience of conflict resolution and management in multinational and diverse settings	<ul style="list-style-type: none"> • More than 3 years' experience of working with organizational conflict. • Experience of conducting challenging mediation/negotiations. 	E Highly Desirable
2. Knowledge of theory of conflict resolution and management	<ul style="list-style-type: none"> • Qualification. • Professional training in conflict resolution and management. 	D
3. Substantial governance experience, preferably in Amnesty International	<ul style="list-style-type: none"> • More than 3 years' governance experience, preferably in Amnesty International. • Understanding of the type of governance and management needed to make Amnesty International have increased human rights impact. 	E E
4. Knowledge of organizational development	<ul style="list-style-type: none"> • More than 3 years' practical experience of organizational management including facilitating organizational change and theoretical knowledge of organizational development. 	D
5. Cultural sensitivity	<ul style="list-style-type: none"> • Sensitivity to and positive acceptance of different cultures. • Understanding of equal opportunities policies and willingness to apply to daily work. 	E E
6. Communication and interpersonal skills	<ul style="list-style-type: none"> • Understands the concepts of effective verbal and non-verbal communication. • Demonstrates active listening and empathetic communication. • Skilful at understanding how and why other people behave and react as they do. 	E E E

7. Language skills	<ul style="list-style-type: none"> • Able to speak and write fluent English. • Ability to speak and write French and/or Spanish (Together, the team should reflect the three core languages of the movement). 	E E
8. Experience in providing distance leadership to facilitate team work	<ul style="list-style-type: none"> • Experience of leading virtual teams either professionally or voluntarily. 	D
9. Team work	<ul style="list-style-type: none"> • Understanding of principles of team work and work as part of a team. • Understanding of principles in team-building and engagement. 	E E
10. Commitment to Amnesty International values	<ul style="list-style-type: none"> • Demonstrated commitment to the values of Amnesty International through professional or voluntary activities. 	E
11. Information Technology	<ul style="list-style-type: none"> • Ability to use new technology. • Ability to use word processing packages, e.g. Microsoft Word and Excel. 	E D
12. Training	<ul style="list-style-type: none"> • Knowledge and experience of adult learning and training. 	E
	<ul style="list-style-type: none"> • Willingness to undertake training, if necessary. 	D