



**ACLED**  
Bringing clarity to crisis

## **Applicant FAQs**

### **Does ACLED have a physical office?**

ACLED is a fully remote organization and we do not have a physical office. Employees and contractors work for ACLED from all over the world.

### **Can non-US nationals apply for ACLED positions?**

Most ACLED positions are open to all applicants. If the position requires legal authorization to work in the US, that is indicated in the job advertisement. Please review the job call carefully.

### **What does it mean when the position requires legal authorization to work in the US?**

If the position requires legal authorization to work in the US, it means that you need to have the legal right to work in the US. This would require you to have US citizenship or immigration status that allows you to work (permanent residence, work permit, etc.). If you do not meet these criteria, you are not eligible to work in the US. ACLED cannot sponsor work visas at this time.

### **Why do I need legal authorization to work in the US if the position is remote?**

ACLED is registered as a non-profit organization in the US. Our employees must have the right to work in the country to comply with US law.

### **Where do I pay my taxes if I work remotely?**

Contractors are responsible for determining their tax situation. No taxes are taken out of your invoice payments. Please contact a tax professional familiar with tax laws in your home country with any questions.

If you are applying for one of our employee positions, your taxes will be determined based on W4 information you provide for federal and state withholdings.

The salary amounts ACLED offers are pre-tax, as is customary in the US.

### **How will the payments work if I am in a different country?**

ACLED has contractors all over the world and we use different money transfer services to wire payments in the fastest and most convenient way possible, with the least amount of fees possible. Contractors are responsible for paying any conversion or banking fees. The contractors are paid in USD and the rate does not change as a function of currency exchange rates.

## **Can I submit an unsolicited application?**

ACLEED does not accept unsolicited applications. Please keep an eye on our [Careers](#) page for positions that fit your skillset and experience. We frequently post new positions, so please check back if there is nothing suitable at the moment. You can also follow us on [Twitter](#), [Facebook](#), and [LinkedIn](#), where we announce all new positions.

## **Does ACLED offer internships?**

ACLEED does not offer internships at the moment. If we start offering them in the future, they will be posted on our [Careers](#) page.

## **Why are there no deadlines on your job postings?**

ACLEED reviews applications on a rolling basis. Typically, you can expect to hear from us within a month of applying if successful. The hiring process for some positions may take longer.

## **I have unsuccessfully applied to several of your positions. Can I ask for feedback regarding my application?**

Due to the high volume of submissions, ACLED does not provide feedback on applications. Please do not contact us to ask for feedback as we cannot accommodate such requests.

## **I fulfill all the requirements except for language skills. Should I still apply?**

Due to our methodology, ACLED employees and contractors need to be able to read the languages required in the job posting. If you do not fulfill the language requirement(s), please keep an eye on the [Careers](#) page for a more suitable position.

All skills that are listed as “required” or “essential” are eliminatory since they are required for the job. If a skill listed in the job description is noted as “preferred,” that means that the skill is not eliminatory, but preference will be given to candidates who possess it.

## **What should my CV and cover letter look like?**

ACLEED receives applications from all over the world, with a range of different CV and cover letter formats. While we understand different recruitment and application conventions and review all applications we receive, please consider the following guidelines when applying to ACLED positions:

- The following information is **not required** for inclusion in your CV: age, gender, marital status, nationality, ethnicity, or photographs.
- Your CV should be tailored to the position for which you are applying and it should include all relevant work and educational experience. Your CV should generally be two to four pages and include all languages you speak, including your native language.
- Your cover letter should be up to two pages in length and it should contain more information about your relevant experience for the position as well as your interest in working with ACLED.

**To whom should I address my cover letter?**

Please address your cover letter to the HR department at ACLED.

**In what language should my application be?**

Please send your application in English.

**What should my writing sample be?**

For positions that require a writing sample, please select a piece that will demonstrate your writing skills relevant to the position for which you are applying. The most appropriate samples include professional blog pieces, briefs, or reports, as these most closely mirror ACLED analytical products. Writing samples should be those which have not been formally edited by a third party editor and ought to be written solely by the applicant (e.g. do not submit a jointly authored article edited by a third party). The point is to understand *your* writing abilities.

**What currency should I use for the salary requirements?**

If you are applying for a position that asks for salary requirements, please send the desired annual salary range in USD. Salaries in the US are listed in their pre-tax amounts.

**Who should I contact if I have further questions?**

Please direct any recruitment-related communications to [human.resources@acleddata.com](mailto:human.resources@acleddata.com).