



International Institute of Humanitarian Law
Institut International de Droit Humanitaire
Istituto Internazionale di Diritto Umanitario

Project Assistant

Military Department

General Background

The International Institute of Humanitarian Law (IIHL - www.iihl.org) is an independent, non-profit, humanitarian organisation founded in 1970. Its headquarters are situated in Villa Ormond, Sanremo (Italy). The main purpose of the Institute is to promote international humanitarian law, human rights, refugee law, migration law and related issues by organizing specific training programmes (courses, workshops, etc.), international conferences, thematic seminars and round tables.

The Institute has earned an international reputation as a centre of excellence in the field of training, research, and the dissemination of all aspects of international humanitarian law. The Institute works in close collaboration with the most important international organisations dedicated to the humanitarian cause, including the International Committee of the Red Cross (ICRC), the United Nations High Commissioner for Refugees (UNHCR), and the International Organization for Migration (IOM). It has operational relations with UNESCO, NATO, OIF (*Organisation Internationale de la Francophonie*), and the International Federation of Red Cross and Red Crescent Societies. It has consultative status with the United Nations (ECOSOC) and participatory status with the Council of Europe.

General Role

The IIHL is looking for a Project Assistant to be involved in the activities of its Military Department. The Project Assistant plays a crucial role in the in the Military Department by managing all aspects of training conferences and events, including logistics, transportation, accommodation, and social media presence. This exciting role requires exceptional organizational, communication, and marketing skills. Most of all is needed a 'people' person. This post will require physical attendance in the Villa Ormond, Sanremo, Italy, and it is not suitable for remote working.

Main Duties and Responsibilities

The selected candidate will be asked to perform the following tasks:

Training Course Planning

- Coordinate event logistics, including scheduling, catering, printing, audiovisual equipment, registration, and the payment of course fees.
- Create and manage course budgets.
- Oversee the development and distribution of training materials, including programs, legal references, name badges, and signage.

Transportation and Accommodation

- Arrange transportation for course attendees, including flights, ground transportation, and shuttles.
- Negotiate contracts with hotels and manage room reservations for attendees.
- Address any transportation or accommodation issues and provide assistance as needed.

Social Media Management

- Develop and execute a social media strategy to promote courses and events.
- Manage and update the military department's social media accounts, including Facebook, Twitter/X, LinkedIn, and Instagram.
- Create engaging and informative content, including event announcements, speaker highlights, and live updates during conferences.
- Monitor and respond to social media inquiries and engage with the organization's online community.

Vendor Coordination

- Collaborate with vendors, suppliers, and service providers to ensure all aspects of the event run smoothly.
- Negotiate and manage contracts with vendors to secure services at competitive rates.

Participant Support

- Serve as the primary point of contact for course participants, addressing inquiries, providing information, and assisting with any issues that may arise.
- Coordinate onsite registration and check-in procedures.

Post-Event Evaluation

- Collect feedback and evaluations from attendees and stakeholders.
- Prepare post-event reports, including financial summaries and recommendations for improvement.

Profile

The ideal candidate shares the key values of the IIHL, such as the promotion and respect of international humanitarian law, the safeguarding of human rights, gender equality, non-discrimination, and peaceful coexistence among all cultures. He/She should fulfil the following requirements:

- Bachelor's degree in a relevant field (e.g., event management, marketing, etc.);
- Proven experience in event planning and management, ideally with a focus on academic conferences.
- Languages: Italian (fluent) English (Upper Intermediate B2); ideally French/Spanish (Upper Intermediate B2);
- Good knowledge of Word, Excel, and PowerPoint;
- Background in education, international relations, human rights is an asset;
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.

- Familiarity in social media platforms and content creation.
- Good social and communication skills as well as a proactive, professional, and positive attitude;
- Team-oriented and collaborative attitude;
- Attention to detail, accuracy, and discretion;
- Strong motivation and passion for working in an organization supporting the promotion and dissemination of humanitarian law, human rights, responsible and democratic citizenship, and peace education.

Benefits

- Competitive salary.
- Opportunities for professional development and growth.
- The chance to work with academic experts and thought leaders.
- A collaborative and supportive work environment.
- Contribution to the success of high-impact International Humanitarian Law events.

Application conditions and procedures

- Deadline for applications is **15 January 2024**;
- Starting date of the position is Monday **29 January 2024**;
- The position is located at the Villa Ormond, Sanremo, at the IIHL headquarters;
- The duration of the position is of 1 year, extendable upon mutual agreement;
- All those interested are kindly invited to send an **updated English CV** and a cover letter of application to: military.department@iihl.org. Please title the email: "Recruitment: Project Assistant – Military Department";
- Only those applicants who are successful at the pre-screening stage will be contacted for an interview at Villa Ormond, Sanremo. In case of difficulty;
- Shortlisted candidates will be interviewed by a panel including the Secretary-General of the IIHL and the Director of the Military Department.