



Internship Offer

The International Institute of Humanitarian Law (IIHL) is an independent, non-profit, humanitarian organization founded in 1970. The Institute has its headquarters in Sanremo, Italy, and a liaison office in Geneva, Switzerland.

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.

Considering the aims it pursues, 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.

The Institute is currently looking for interested and motivated interns to be employed in the field of **web communication**, for a minimum period of three months, according to the tasks and timeframe outlined below.

General Role

The internship will be devoted to supporting the development and update of the overall web platforms and communication of the Institute (official website, social media accounts, online library, etc.), including contents and special features.

Main responsibilities

- Drafting, designing and posting web contents on the IIHL website (and other web domains) through the WordPress CMS;
- Developing social media contents via Twitter, Facebook, LinkedIn, and other platforms;
- Liaising with the assigned IIHL staff of the Departments, as well as with the IT Manager on required maintenance, updates and developments of the website and other web related projects;
- Supporting the designing, compiling and delivering of IIHL email broadcasts through MailUp/Infomail;
- Assisting the analysis of IIHL contact lists in coordination with the Departments to better understand and target the Institute's varied audience;
- Providing support in (1) tracking and analysing web statistics on websites and social media platforms and (2) drafting statistical reports for IIHL internal assessment operations.

Profile

The ideal candidate shares our values in promoting the respect of international humanitarian law and the safeguarding of human rights through compelling contents in multiple formats. He/she fulfils the following requirements:

- Currently enrolled in a degree program or graduate in international relations, political sciences, communications, social sciences, international development or related fields;
- Fluency (written and spoken) in English;
- Fluency (written and spoken) in French and/or Spanish is an asset;
- Advanced knowledge of corporate software such as Word, Excel, and PowerPoint;
- Knowledge of WordPress content management system and markup language (HTML). Knowledge of CSS technology is an asset;
- Knowledge of WordPress compatible plugins and ability to find alternatives and appropriate solutions/tools is an asset;
- Knowledge of different social media platforms, tools and trends;
- Good emphatic, social and communication skills as well as a proactive, professional and positive attitude;
- Attention to detail, accuracy, and discretion complete the profile;
- Background in International Law, Human Rights and Refugee Law is an asset;
- Motivation and passion for working in an organization supporting the promotion and dissemination of humanitarian law and human rights

Selection criteria

Priority is given to:

- Students or recent graduates interested in the fields of international humanitarian law, human rights, international relations and other related disciplines with good knowledge in web communication
- Candidates who are fluent in another UN languages, rather than English.

Internship conditions and procedures

- Deadline for applications is 31 January 2021;
- Starting date of the internship is mid-February 2021;
- Internship will be conducted remotely with the possibility of travel to IIHL HQs upon request;
- The minimum duration of the internship is of at least three months, extendable upon mutual agreement;
- All those interested are kindly invited to send an updated CV and the [application form](#) duly filled to internships@iihl.org. Subject to the email should be: "Request for Internship – Web Communication";
- Both curricular and extra-curricular internship requests are considered;
- Due to the considerable amount of applications we receive, only those candidates who are successful at the application pre-screening stage will be contacted.