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

Department of International Refugee Law and Migration Law

Vacancy Notice: Associate Coordinator (Statelessness)

The Department of International Refugee Law and Migration Law at the International Institute of Humanitarian Law, Sanremo – Italy calls for applications to the position of **Associate Coordinator (Statelessness).**

The International Institute of Humanitarian Law (IIHL) is looking for a collaborative Associate Coordinator (Statelessness) with strong organizational skills. The incumbent will lead the planning, development and delivery of the Department's Online Courses on Statelessness in Arabic language, being responsible for liaising with facilitators and participants and ensuring that the preparation and delivery processes for the Courses are completed in a timely and comprehensive manner.

Applications:
Applications may be submitted by email addressed to refugee.department@iihl.org with subject: VACANCY: ASSOCIATE COORDINATOR (Statelessness).

The email should include the following:
- Letter expressing interest in the position and outlining reasons why the application should be selected;
- Updated Curriculum Vitae, including three references (*name, position and contact details*);
- Sample of graphic design work, i.e., reports, broadcasts and newsletters are highly appreciated.

Application deadline: 18 July 2021

The Institute may choose to start with the interview process before the application deadline should a suitable candidate be identified.

Contract:
The incumbent will have a consultancy contract with the International Institute of Humanitarian Law from **1 August 2021** to **31 December 2021**, with a provision period of two months. Subject to availability of funds and satisfactory performance, the contract can be extended.

The incumbent can perform daily work remotely, and it might be expected for her/him to travel to Sanremo and Geneva upon request of the Department's Director.

Requirements:
- University Degree in Law, Political Science or Social Sciences.
- Experience in coordinating and/or organizing online courses and events;
- Demonstrated knowledge of online learning tools and digital communication platforms;
- Experience in designing courses in Moodle is an asset;
- Experience in translating documentation from Arabic to English and vice versa;
- Experience of working with the United Nations is an asset.
- Experience in working directly with stateless persons and persons at risk of statelessness in the field is a relevant asset.
- Experience in public awareness and advocacy initiatives related to the rights of stateless persons and persons at risk of statelessness and other persons in need of protection is an asset;

- Strong organizational and communication (written and oral) skills;
- Demonstrated experience in drafting reports, including narrative and visual components;
- Demonstrated experience in instructional design and facilitation of sessions ;
- Required languages:
    - fluency in English (reading, speaking and typing);
    - fluency in Arabic (reading, speaking and typing);
    - working knowledge of French, Spanish and/or Russian is an asset.

Terms of Reference:

Under the supervision of the Academic Unit Coordinator of the Department of International Refugee Law and Migration Law, the Project Coordinator will:

- Coordinate the overall organization, delivery and follow-up of the Online Courses on Statelessness in Arabic of the Department of International Refugee Law and Migration Law;
- Collaborate with the Coordinator and Director in the design of new courses and update material and teaching methodologies for existing ones;
- Contribute to the management and setup of the Online Learning Platform for the Courses in Arabic;
- Translate learning material and structure of the Course in Arabic;
- Conduct research, including gathering relevant facts, trends and statistics related the above mentioned persons in need of protection, and preparation of modules;
- Develop infographics required for the Courses;
- Support the building up of the Arabic component of the Department's Online Resource Library;
- Support opening, closing and moderating of online sessions;
- Support the Administrative Staff of the Institute in their correspondence and translation (English-Arabic) related to the Courses;
- Liaise with facilitators in Arabic for receiving their learning materials and responses to content-related questions from participants;
- Instruct the facilitators in Arabic on the online learning tools used for the online courses, such as *Zoom for Education* and *Moodle*;
- Follow-up with participants during and after the Courses, providing technical instructions and feedback to questions posed throughout the workshop;
- Conduct the quantitative and qualitative analysis of the Course evaluation forms necessary for reporting;
- Conduct any other task deemed relevant for the well-functioning of the Course organization and implementation.