



Vacancy Notice: Programme Officer Department of International Refugee Law and Migration Law

The Department of International Refugee Law and Migration Law (hereinafter “the Department”) at the International Institute of Humanitarian Law (hereafter “the Institute”), Sanremo – Italy calls for applications to the position of **Programme Officer**.

The Institute, through its Department of International Refugee Law and Migration Law, aims at enhancing the knowledge and skills of government and civil society officials engaged in work with people in need of protection, namely refugees, internally displaced persons (IDPs), stateless people and migrants.

Through its training, capacity-building, and horizontal sharing of experiences, the Department advocates for the safeguarding of human rights in a way that complements and adds to the efforts of relevant stakeholders in this field of protection. The Institute has a consolidated reputation worldwide and a long-lasting partnership with international organizations, such as the United Nations High Commissioner for Refugees – UNHCR, the International Organization for Migration – IOM, and the International Committee of the Red Cross – ICRC.

The ideal candidate shares our values in promoting the respect of international law and the safeguarding of human rights through compelling contents in multiple formats. S/he is a proactive team player with solid interpersonal skills.

Applications:

Applications must be submitted by email addressed to refugee.department@iihl.org with subject: VACANCY: Programme Officer.

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*);

Application deadline: 30 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 **15 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 Economics, Business Administration, Social Science or related field;
- A minimum of three years of experience in project or programme management;
- Sound experience in preparing proposals and reports, both narrative and financial, to donors;
- Demonstrated ability to work within a team environment;
- Experience working with Enterprise Resource Planning (ERP);

- Experience working with UN organizations and/or governmental institutions is an asset;
- Knowledge on procurement and finance management is an asset;
- Experience in preparing reports for auditors of large international organizations, is an important asset;
- Fluent in English both written and verbal.

Terms of Reference:

Under the supervision of the Director of the Department of International Refugee Law and Migration Law, the Programme Officer will:

- Contribute to the design of the Department's Biannual Programme Strategy, in particular with regards to fundraising, reporting and finance monitoring;
- Research funding opportunities;
- Develop funding proposals and liaise with the donors on programmatic and technical implementation aspects of the projects;
- Monitor overall technical implementation of projects, including implementation rate, performance indicators and expected outputs;
- Ensure that reports are submitted meeting the standards and deadlines required by donors;
- Maintain regular monitoring of the financial situation of the Department, including expected and effective instalments by donors, other sources of revenues;
- Ensure effective coordination with the other colleagues of the team of the Department, including briefings and needed internal training that can contribute to the effective implementation of the projects;
- Recommend to the Director courses of action and initiatives for the effective implementation of the fundraising strategy and programme in general;
- Perform any other duty relevant to the position as determined by the Director.