



Department of International Refugee Law and Migration Law

Vacancy Notice: Associate Coordinator

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

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 Department is looking for a collaborative and diligent **Associate Coordinator** with strong organizational skills. He/she will coordinate the design and delivery of Courses organized in the context of the capacity building program delivered by the Department of International Refugee Law and Migration Law of the Institute.

The incumbent will be appointed as one of the focal points dedicated to the overall development of Online Courses on International Refugee Law, Migration Law, Internal Displacement, Statelessness and other Courses in the Department’s portfolio. This will include the contribution to the design of the Course programmes and the individual sessions, the gathering and review of applications for the Course, liaison with facilitators and speakers, international organizations recommending participants to the Courses, and communicating with individual participants.

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. S/he can provide thorough insights on how our Courses can be more impactful.

Applications:

Applications may be submitted via email, addressed to refugee.department@iihl.org, with subject line reading: ‘VACANCY: ASSOCIATE COORDINATOR’

The email should include the following:

- Letter of interest for the position, outlining the reasons why the candidate should be selected;
- Updated Curriculum Vitae, including three references (*name, position and contact details*);
- Sample of designed training materials and examples of organizational materials used in previous work, ex. a PowerPoint presentation, session/course outline, workflow plan etc.

Application Deadline: 25 October 2021

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



Contract

The incumbent will be offered a consultancy contract with the International Institute of Humanitarian Law from 1 November 2021 to 31 December 2021, with a provisional 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 may be expected to travel to Sanremo and Geneva upon request of the supervisor.

Experience and Education

- University Degree in Law, Political Science or Social Sciences;
- Experience in coordinating and/or organizing events, training and online courses or initiatives;
- Demonstrated knowledge of online learning tools and digital communication platforms;
- Experience in designing courses in Moodle is an asset;
- Experience of working with the United Nations and/or non-governmental organizations is an asset.
- Experience in working directly with persons in need of protection in the field is a relevant asset.
- Experience in public awareness and advocacy initiatives related to the rights of persons in need of protection is an asset;
- Strong organizational and communication (written and oral) skills;
- Demonstrated experience in drafting reports, including analysis, implementation arrangements and indicators;
- Demonstrated experience in instructional design and facilitation of sessions;
- Required languages:
 - fluency in English and French.
 - Proficiency in Spanish, Russian and/or Arabic (reading, speaking and writing) is a strong asset.

Terms of Reference:

Under the supervision of the Lead Coordinator of the Department of International Refugee Law and Migration Law, the incumbent will be assigned, but not limited to, the following main activities:

- Support the Lead Coordinator in the overall organization, delivery and follow-up of the Online Courses of the Department;
- Collaborate with the Lead Coordinator and Director in the design of new courses and update material and teaching methodologies for existing ones;
- Manage and setup of the Online Learning Platform for the Online Courses assigned;
- Coordinate with the relevant project assistants and junior collaborators in relation to technical/logistic matters;
- Coordinate administrative arrangements for the Courses, including correspondence with applicants and participants in collaboration with the Department's Admission Unit;
- Conduct and/or supervise research, including gathering relevant facts, trends and statistics related to persons in need of protection, and preparation of learning modules;
- Support the building up of the Department's Online Resource Library;
- Support the design and delivery of live online sessions;
- Liaise with facilitators for receiving their learning materials and responses to content-related questions from participants;
- 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.