



Department of International Refugee Law and Migration Law

Vacancy Notice: Communication and Outreach Assistant

The Department of International Refugee Law and Migration Law of the International Institute of Humanitarian Law, Sanremo – Italy, calls for applications for the position of **Communication and Outreach Assistant**.

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 and personal communication skills. S/he can apply a broad array of graphical, coding and web skills, as well as innovative communication tools to support the Institute's mission.

Applications:

Applications may be submitted via email, addressed to refugee.department@iihl.org, with subject line reading: 'VACANCY: COMMUNICATION AND OUTREACH ASSISTANT'

The email should include the following:

- Letter of interest for the position, outlining the reasons the application should be selected;
- Updated Curriculum Vitae, including three references (*name, position and contact details*);
- Sample of web design, graphic design or communication materials the applicant has produced in past work is highly appreciated and will not be shared outside of the selection panel.

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 work for the International Institute of Humanitarian Law under a Consultancy contract of 2 months, counted as of **1 November 2021**. Subject to availability of funds and satisfactory performance, the contract can be extended.

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

Requirements

- Degree in online design, communication, graphic design, social sciences, or international development is preferable;
- 0 -2 years of experience in web communications, including social media and/or website management;
- Strong familiarity with web and social media platforms as well as social media analysis tools;
- Experience in digital content creation, including photography, videography, graphic design and editing;
- Web project's management experience, preferably on websites' redesigning projects, including knowledge of available plugins, WordPress integrated software and/or ability to find other appropriate WordPress compatible tools is an important asset;



- Ability to meet changing demands and to adapt to frequently changing priorities;
- Ability to set schedules, meet deadlines, manage multiple tasks, and work as part of a team in an international environment. Interpersonal skills are essential.
- Creativity and good knowledge of the latest graphic trends and tools.
- Required languages: fluent verbal and written English. Working proficiency of an additional official UN language is an asset. Specific knowledge of legal terminology related to military law and operations, refugee law, migration law and IDPs is a strong plus.
- Experience in NGO or non-political organization's sector is an important asset.

Terms of Reference:

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

- Designing and implementing, in collaboration with the assigned focal points in the different Departments of the Institute, in particular with the Lead Facilitator of the Specialization Programme on Protection Coordination, a strong and sustainable Communication Strategy;
- Developing social media content via Twitter, Facebook, LinkedIn, and other platforms and managing the Institute's social media profiles in coordination with the staff of the Military and the Refugee and Migration Law Departments;
- Using web audience and social media mapping and analysis tools, strategically developing and maintaining links with target individuals and organizations;
- Establish sound communication means with all the participants of the courses (e.g. emails, phone calls, Facebook, Twitter, LinkedIn, Instagram, WhatsApp, and other) and maintain regular communication with the participants through the above mentioned means during and after the courses;
- Designing, compiling and delivering IIHL email broadcasts through bulk email services;
- Tracking and analysing web statistics on the Institute's website and social media platforms; compiling statistical reports for IIHL internal assessment operations.
- Analysing IIHL contact lists in coordination with the Departments to come up with communication channels tailored to the Institute's diverse audience;
- Liaise and cooperate with media departments of international organizations, for accessing official videos and photographs;
- Being constantly informed on the topics included in the capacity-building programme of the Institute and being able to sort out relevant content;
- Use gender neutral and inclusive language in both official and unofficial statements;
- Supporting the Institute's website redesign project (WordPress CMS) in close coordination with the IT Manager and other IIHL staff members;
- Developing an online platform for a Community of Practice for participants of the Institute's Courses in WordPress CMS and other platforms, as necessary.
- Support with identifying and implementing new online tools and software and liaising with external service providers to facilitate the achievement of the Institute's objectives;
- Being constantly updated on the latest web design and social media communication tools and opportunities available to the non-profit sector.
- Perform any other duty relevant to the position as determined by the supervisor.