



Department of International Refugee Law and Migration Law

Vacancy Notice: Institutional Engagement Assistant

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 **Institutional Engagement 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 flexible and proactive team player with solid and personal communication skills.

Applications:

Applications must be submitted by email addressed to refugee.department@iihl.org with subject: VACANCY: INSTITUTIONAL ENGAGEMENT ASSISTANT.

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;
- Sample of previous work, i.e., reports, PowerPoint presentations and infographics are highly appreciated. The received material will not be shared externally.

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:

- University Degree. Additional studies on International Law, Human Rights and/or Communication/Graphic Design is an asset;
- Experience in liaising with external partners and stakeholders;
- Experience in public awareness and advocacy initiatives related to the rights of refugees, migrants, internally displaced and stateless persons, and other people in need of protection;
- Experience in working directly with persons in need of protection and groups with specific needs is an asset;
- Demonstrated experience in drafting reports, including narrative and visual components;
- Strong organizational and communication (written and oral) skills;

- Experience in digital content creation, including photography, videography, graphic design and editing are assets;
- 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.
- Required languages: fluent verbal and written English and French or Spanish. Working knowledge of an additional official UN language is an asset.

Terms of Reference:

Under the supervision of the Department's Director, the Institutional Engagement Assistant will:

- Support the Director and Program Unit's team in the establishment and consolidation of relationships with donors and contributors to the program of the Department;
- Support fundraising initiatives by conducting exploratory assessment of opportunities, drafting project proposals and reporting to current donors and contributors;
- Liaise with Field Offices of international organizations interested in supporting participants to courses and initiatives undertaken by the Department;
- Prepare briefing notes and talking points for the Director;
- Assist in the research on the current situation and statistics related to refugees, internally displaced persons, stateless people and migrants worldwide;
- Support the implementation of the capacity-building programmes and other initiatives undertaken by the Department by assisting in the instructional design of live and self-paced session and development of learning products (i.e. PowerPoint Presentations, visual material for the Online Learning Platform);
- Support the delivery of online and, when required, face to face learning initiatives;
- Identify advocacy points to be raised during the capacity-building initiatives with relevant international stakeholders attending the Courses;
- Support with the graphic design of the Department's learning products and media communication;
- Conduct any other tasks deemed necessary to achieve the Department's objectives.