



## Department of International Refugee Law and Migration Law

### Vacancy Notice: Online Learning 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 **Online Learning 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](mailto:refugee.department@iihl.org) with subject: VACANCY: ONLINE LEARNING 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 coordinating and/or organizing online courses and events;
- Knowledge of online learning tools and digital communication platforms;
- 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;
- Experience in instructional design of learning programmes and teaching methodologies is an 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.
- 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 Courses' Coordinator of the Department of International Refugee Law and Migration Law, the Online Learning Assistant will:

- Support the overall course organization;
- Contribute to the management of the Online Learning Platform;
- Instruct the facilitators on the online learning tools used for the online courses, such as *Zoom for Education* and *Moodle*;
- Contribute to the research, design and preparation of modules and learning sessions;
- Collaborate with the Coordinator and Director in the design of new courses and update material and teaching methodologies for existing ones;
- Collect data, prepare reports, and graphic materials on the current situation and statistics related to refugees, internally displaced persons (IDPs), stateless people and migrants worldwide;
- Conduct the quantitative and qualitative analysis of the course evaluation forms necessary for reporting;
- Assist in managing general public information regarding the courses (including online presence and social media visibility);
- Follow-up with participants during and after the courses, providing feedbacks to assignments based on pre-defined answer keys, or responses to questions posed throughout the workshops;
- Assist in opening, closing and moderating sessions, both for online and face-to-face courses;
- Support the Administrative Staff of the Institute in their correspondence and translation related to the courses;
- Conduct any other tasks relevant to the Department's Programme, as assigned by the Coordinator.