



Department of International Refugee Law and Migration Law

Vacancy Notice: Associate Coordinator (Field Operations)

The Department of International Refugee Law and Migration Law (hereinafter: the Department) of the International Institute of Humanitarian Law (hereinafter: the Institute), Sanremo – Italy, calls for applications for the position of Associate Coordinator (Field Operations).

The Institute, through the Department, 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 person (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.

In December 2020, the Department of International Refugee Law and Migration Law established its Academic Unit, to serve as an extension of its capacities in supporting governments, universities and field operations of international organizations in implementing the Global Compact on Refugees and promoting international refugee law, through tailored support in the creation of capacity building programmes and advocacy.

The Department is looking for a proactive and experienced Associate Coordinator with strong organizational skills. He/she will coordinate the design and delivery of courses, tailored initiatives and other activities of the Academic Unit for governmental training institutions and universities.

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.

At the same time, the incumbent will act as focal point for the Department's communication with field operations of international organizations in the field – namely, the United Nations High Commissioner for Refugees (UNHCR), the International Organization for Migration (IOM), the International Committee of the Red Cross (ICRC) and other relevant stakeholders with whom the Department cooperates.

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 and identify new projects that the Unit can engage in to the benefit of the objectives of the Department and the mandate of the Institute.

Applications

Applications may be submitted via email, addressed to refugee.department@iihl.org, with subject line reading "VACANCY: ASSOCIATE COORDINATOR (FIELD OPERATIONS)".

The email should include the following:



- Letter of interest for the position, outlining the reasons why the candidate should be selected and relating previous experience to the terms of reference for the position;
- 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. The received material will not be shared beyond the selection panel for the vacancy.

Application Deadline: 31 December 2021

Starting Date: no later than 1 February 2022

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

Contract

The incumbent will be offered a consultancy contract with the International Institute of Humanitarian Law from 1 February to 31 December 2022, 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;
- Experience working with international organizations, in particular UNHCR, ICRC and/or IOM in the field is a very important asset;
- Experience in liaising with universities and other academic institutions for the development of projects is an 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;
- Experience in instructional design and facilitation of sessions is an asset;
- Required languages
 - Fluency (written and spoken) in English;
 - Fluency (written and spoken) in another official UN language (e.g. Russian, Arabic, French, Spanish) is an asset;

Terms of Reference

- Support the development and implementation of the Strategy of the Department for cooperation and support to governmental training institutions and universities, including courses and other tailored initiatives
- Support the design and delivery of courses, tailored initiatives and other activities of the Academic Unit for governmental training institutions, universities and international organizations



- Provide recommendations and support the design of sessions through research on specific topics based on the feedback of governments, international organizations, academic institutions and former participants of the Department's Courses
- Provide recommendations for facilitators and experts to be engaged by the Academic Unit in support of its courses and tailored initiatives
- Support the process of selection and review of applications for the courses and tailored initiatives of the Academic Unit
- Support the process of review of feedback received for the courses and tailored initiatives of the Academic Unit
- Act as the Department's focal point for communication with country offices of international organizations with regard to applications to the Courses, including the coordination and monitoring of reservations of slots
- Liaise with the relevant Department units on reservations, recommendations and follow up of applications recommended by the country offices, namely the Coordination Unit, the Program and Finance Units and Institutional Engagement Unit
- Conduct any other tasks relevant to the Department's Programme.