



## Department of International Refugee Law and Migration Law

### Vacancy Notice: Junior Collaborator (Academic Unit)

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 an internship with the Department under the title of Junior Collaborator (Academic Unit).

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 cooperation 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 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.

#### **Internship offer:**

##### General Role

The internship aims at training junior profiles with specific skills in research, data and legal analysis, organization and development of training activities, in particular using online learning tools.

#### **Applications:**

Applications must be submitted by email addressed to [refugee.department@iihl.org](mailto:refugee.department@iihl.org) with subject: VACANCY: JUNIOR COLLABORATOR (ACADEMIC UNIT).

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 (name, position and contact details);

**Application Deadline:** 31 December 2021

**Starting Date:** no later than 1 February 2022

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 February to 30 April 2022, with possibility for extension until 31 July 2021, upon mutual agreement.

The incumbent can perform daily work remotely and may be expected to travel to Sanremo and Geneva upon request of the supervisor.



### Requirements:

- Currently enrolled in a degree program or graduate in social sciences, including law, political science, international relations, organizational management and others;
- Have advanced knowledge of corporate software such as Word, Excel, and PowerPoint;
- Good social and communication skills as well as a proactive, professional and positive attitude;
- Attention to detail, accuracy, and discretion complete the profile;
- Background in International Law, Human Rights and Refugee Law is an asset;
- Use of graphic design tools such as Canva and Photoshop is an asset;
- Motivation and passion for working in an organization supporting the protection of refugees, internally displaced persons (IDPs), stateless people and migrants.
- 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;

### Main responsibilities

- Liaise with the Unit's Team for the collection of useful data and learning resources for the courses
- Contribute to research information related to legal framework and protection situation in countries represented by participants of the courses and tailored initiatives of the Unit
- Contribute to research on the current situation and statistics related to refugees, internally displaced persons, stateless people and migrants worldwide
- Support in conducting the quantitative and qualitative analysis of evaluation forms from participants necessary for reporting
- Assist in the administrative and technical processes of the activities and tailored initiatives of the unit (e.g. lists of participants and facilitators, bios, etc.)
- Support with the graphic design of the learning products used in the courses and tailored initiatives of the Academic Unit
- Support in any translations needed (e.g. correspondence with participants, course content, broadcasts)
- Conduct any other tasks relevant to the Department's Programme, as assigned by the Academic Unit Coordinator

### Selection criteria

Priority is given to:

- Students or recent graduates interested in the fields of International Humanitarian Law, Human Rights, Refugee Law, Migration Law, International Relations and other related disciplines;
- Candidates who are fluent in English and another UN language.

### Internship conditions and procedures

- Both curricular and extra-curricular internship requests are considered. The Institute envisages remuneration for extra-curricular interns who are selected.
- Due to the considerable amount of applications we receive, only those candidates who are successful at the application pre-screening stage will be contacted.