



Vacancy Notice: Academic Unit Assistant

Department of International Refugee Law and Migration Law

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

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. The Department's Academic Unit works closely with academic institutions, governments and international organizations in the design and delivery of tailored capacity building and advocacy initiatives.

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 Department can engage in to the benefit of its objectives and the mandate of the Institute.

Applications:

Applications may be submitted via email, addressed to refugee.department@iihl.org, with subject line reading: 'VACANCY: Academic Unit 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: 21 March 2022

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

Contract

The incumbent will have a consultancy contract with the International Institute of Humanitarian Law from 1 April 2022 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 social sciences, including law, political sciences, international relations and others;
- Experience in 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;
- Demonstrated experience in drafting reports, including narrative and visual components;
- Strong organizational and communication (written and oral) skills;
- Experience in liaising with universities, governments, international organizations and other institutions and organizations relevant to the work of the Department;
- 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
- Knowledge of an additional official UN language is an asset.

Terms of Reference:

Under the supervision of the Academic Unit Coordinator of the Department of International Refugee Law and Migration Law, the Online Learning Assistant will:

- Support the overall course organization of courses and tailored initiatives of the Academic Unit;
- 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 Academic Unit 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;
- Conduct qualitative and quantitative analysis of universities teaching refugee law and otherwise engaged in the protection of refugees and the promotion of international refugee law and other relevant bodies of law;
- Assist in managing general public information regarding the courses and tailored initiatives (including online presence and social media visibility);



- Follow-up with participants during and after the courses and tailored initiatives, 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 and tailored initiatives;
- Support the Administrative Staff of the Institute in their correspondence and translation related to the courses and tailored initiatives;
- Conduct any other tasks relevant to the Department's Programme, as assigned by the Academic Unit Coordinator.

Sanremo, 8 March 2022