



Department of International Refugee Law and Migration Law

Vacancy Notice: Senior Coordinator

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 **Senior Coordinator**.

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

Applications:

Applications must be submitted by email addressed to refugee.department@iihl.org with subject: VACANCY: SENIOR COORDINATOR. 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);
- Sample of previous work, i.e., reports, briefing notes and/or strategic papers.

Application Deadline: 16 March 2022

Starting Date: 1 April 2022

Contract:

The incumbent will be offered a consultancy contract with the International Institute of Humanitarian Law from 1 April 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.

This position is for the project “Senior Coordinator” funded by Global Protection Cluster for the “Specialization Programme on Protection Coordination”.

Requirements:

- Advanced University Degree in Social Sciences or Law. Additional studies on International Law, Human Rights is an asset;
- Demonstrated experience in developing projects involving a multiplicity of stakeholders and partners;
- Demonstrated experience in coordination of initiatives involving protection of persons of concern, namely internally displaced persons, refugees, stateless persons and migrants;



- Demonstrated knowledge on protection coordination mechanisms;
- Demonstrated capacity in delivering, moderating and facilitating interactive workshops;
- Experience in designing and delivering online sessions on protection and on soft skills, in particular Coordination, Negotiation, Analysis, Communication and, Presentation skills;
- Experience in leading facilitation of online programs in Moodle is a significant asset;
- Strong drafting skills;
- Experience in working with United Nations and international stakeholders is an asset;
- Required languages: fluent verbal and written English and French and/or Spanish. Working knowledge of an additional official UN language is an asset.

Terms of Reference:

Under the supervision of the Director of the Department, the incumbent will:

- Develop and supervise a system for regularly updating the teaching material of the Specialization Programme based on the latest legal developments, policies and guidelines, and other material developed by the Global Protection Cluster and its Areas of Responsibilities.
- Design and update general and thematic sessions, based on latest trends, policy papers, and legal developments in the field;
- Supervise and coordinate the effective implementation of the Specialization Programme;
- Assume the role of lead facilitator of the Specialization Programme;
- Analyse the evaluation and feedback from the participants and co-facilitators and follow up with them with the objective of measuring the impact of the programme;
- Coordinate with stakeholders, in particular colleagues at the GPC and AoRs, and conduct needs assessments and other initiatives aimed at further enhancing the Specialization Programme;
- Follow up with participants, facilitators and other stakeholders on the capacity building programme of the Department;
- Liaise with operations in the field and other relevant stakeholders and potential partners on the work of the Department;
- Support the Department in facilitating the sessions, including feedback to assignments, follow up with participants and in other relevant initiatives as determined by the Director of the Department;
- Advise the Director on fundraising and institutional engagement opportunities;
- Conduct other activities within the scope of the work of the Department as instructed by the Director.