



Department of International Refugee Law and Migration Law Vacancy Notice: Junior Collaborator (Research)

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's Coordination Unit under the title of Junior Collaborator (Research).

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 into the benefit of the objectives of the Department and the mandate of the Institute.

Junior Collaborator 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, using online learning tools.

Applications:

Applications must be submitted by email addressed to refugee.department@iihl.org with subject: VACANCY: JUNIOR COLLABORATOR (RESEARCH).

The email should include the following:

- Updated Curriculum Vitae, including three references (name, position, and contact details)
- Letter expressing interest in the position and outlining reasons why the application should be selected

Application deadline: 20 April 2022

Starting date: no later than 1 May 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 May to 31 July 2022, with the possibility of extension until 31 October 2022, upon mutual agreement.

The incumbent shall perform daily work remotely.

Requirements:

- Currently enrolled in a master's degree program or recently graduate in social sciences, including law, political sciences, international relations, 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, and accuracy;
- Background in International Law, Human Rights and Refugee Law is an asset;
- Use of graphic design tools such as Canva is an asset;
- Motivation and passion for working in an organization supporting the protection of refugees, internally displaced persons (IDPs), stateless persons and migrants;
- Required languages: Fluency in English, and French or Spanish

Main responsibilities

- Collection of useful material 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 persons, and migrants worldwide
- Assist in the administrative and technical processes of the activities and tailored initiatives of the Unit
- Support with the graphic design of the learning products used in the courses and tailored initiatives of the Unit
- Support in any translations needed (e.g., correspondence with participants, course content)
- Conduct any other tasks relevant to the Department's Program, as assigned by the 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 French or Spanish

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 number of applications, only those candidates who are successful at the application pre-screening stage will be contacted.