



Department of International Refugee Law and Migration Law

Vacancy Notice: Associate 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 **Associate 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:ASSOCIATE 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, PowerPoint presentations and infographics are highly appreciated. The received material will not be shared externally.

Application Deadline: 19 May 2022

Starting Date: ASAP

Contract:

The incumbent will be offered a consultancy contract with the International Institute of Humanitarian Law until 31 December 2022, with a provisional period of three 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.

Requirements:

- University degree in social sciences, law, political sciences, international relations or related fields of study;
- Experience in organizing online courses and events;
- Knowledge of online learning tools and digital communication and learning 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 skills (written and oral);
- 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 and French
 - Working knowledge of Spanish is an asset

Terms of Reference:

The incumbent will support the team with the preparation, organization and delivery of the capacity-building programme of the Department. In particular, under the supervision of the Lead Coordinator of the Department, the Associate Coordinator will:

- Support communication with field operations of international organizations with regard to applications to the Courses;
- Liaise with the different partners for reservations, recommendations and follow up of applications;
- Research and collect information related to legal framework and protection situation in the field operations where participants from the courses work;
- Research on the current situation and statistics related to refugees, internally displaced persons, stateless people and migrants worldwide, with particular focus to the High-Level Panel on IDPs;
- Organise and co-facilitate the virtual live and on-site sessions of the Courses;
- Support in conducting the quantitative and qualitative analysis of the course evaluation forms necessary for reporting;
- Support with the graphic design of the courses' learning products and media communication and collect useful data and resources for the courses;
- Support with the proposal of new teaching methodologies, online delivery products, and other microlearning items;
- Manage the Institute's Online Learning Platform (Moodle) for the relevant courses;
- Assist in the administrative and technical processes of the courses (e.g. lists of participants and facilitators, bios, etc.);
- Support in any translations needed (e.g. correspondence with participants, course content, broadcasts);
- Conduct any other tasks deemed necessary to achieve the Department's objectives.