



International Institute of Humanitarian Law  
Institut International de Droit Humanitaire  
Istituto Internazionale di Diritto Umanitario

## **Vacancy notice: Project Assistant**

*Special Projects Department*

### **General Background**

The International Institute of Humanitarian Law (IIHL - [www.iihl.org](http://www.iihl.org)) is an independent, non-profit, humanitarian organisation founded in 1970. Its headquarters are situated in Villa Ormond, Sanremo (Italy). The main purpose of the Institute is to promote international humanitarian law, human rights, refugee law, migration law and related issues by organizing specific training programmes (courses, workshops, etc.), international conferences, thematic seminars and round tables.

Thanks to its specific, well-tested experience, the Institute has earned an international reputation as a centre of excellence in the field of training, research, and the dissemination of all aspects of international humanitarian law. Considering the aims it pursues, the Institute works in close collaboration with the most important international organisations dedicated to the humanitarian cause, including the International Committee of the Red Cross (ICRC), the United Nations High Commissioner for Refugees (UNHCR), and the International Organization for Migration (IOM). It has operational relations with UNESCO, NATO, OIF (*Organisation Internationale de la Francophonie*), and the International Federation of Red Cross and Red Crescent Societies. It has consultative status with the United Nations (ECOSOC) and participatory status with the Council of Europe.

The Institute offers prospective young officers the opportunity of spending a period of time dedicated to assisting in the preparation and implementation of its activities. Priority is given to young practitioners interested in the fields of international humanitarian law, human rights, refugee law, migration law, international relations, peace education, citizenship education, and all related disciplines.

### **European funded projects**

Since 2017, the Sanremo Institute has been actively involved in European-funded projects in the fields of citizenship education, peace education, cultural inclusion and hybridisation of migrant children in education and many other related fields.

The EU funded projects are part of the Special Projects Department of the Institute.

These projects are not only based on the development of innovative tools, practices and resources for the stakeholders of the educational world, but, even more importantly, they aim at producing a

relevant impact on national and international public policies through direct involvement of policy-makers.

This additional field of activity has quickly enhanced the European scope of the Institute in the key areas of citizenship and peace education, consequently increasing the number of projects in which IIHL is actively involved. The Institute is currently part of different EU-funded projects among which: *Children Hybrid Integration: Learning Dialogue as a way of Upgrading Policies of Participation – CHILD-UP*, whose general objective is identified in the analysis of the enhancement of migrant children's ability to participate in changing their social and cultural conditions of integration; *Policy implementation support and teacher empowerment for CITIZENSHIP Education – CITIZED*, with the main objectives of filling current gaps of citizenship education policies with co-created innovative instruments and approaches; *Peace Games*, which responds to the need of offering advice and orientation to the peace education community in the field of both online and offline games; *MULTI-Stakeholder Labs for migrants and stakeholders - MUST-a-Lab* that proposes a systemic and long-term involvement of migrants and asylum seekers in cities and communities' decision-making processes.

Within this commitment, the Institute is one of the founding institutions of the Education Inspiring Peace Laboratory (EIP Lab) in Sanremo (Italy), an international hub whose primary objective is to carry out research, training of teachers and scientific analysis, as well as to provide operational support to education and cultural policies at various institutional levels.

## **General Role**

The incumbent will work under the supervision of the Director of the Special Projects Department and in close coordination with the Coordinator and the rest of the Department team.

## **Main Duties and Responsibilities**

In its capacity, he/she will perform the following tasks:

- Contribute to the implementation of all the activities and tasks related to the ongoing EU-funded projects and other similar programmes;
- Conduct research concerning the topics addressed by such projects and initiatives;
- Contribute to the administrative tasks related to the management of the ongoing EU-funded projects;
- Contribute to the drafting process of new project proposals within different funding programmes;
- Coordinate with the team in overall activities related to the preparation of international events, meetings and conferences (including preparation of thematic materials, scripts, PPT presentations, administrative documents, etc.);
- Support the projects' online presence and communication activities (i.e. social media posting, production of informative materials, design of infographics, and other);
- Provide support to the management of the web contents related to the EU-funded projects (i.e. updating webpages, drafting of posts and basic graphic designing of web materials, etc.);

- Contribute to the drafting of the quarterly Newsletter of the Institute with regard to the EU-funded projects-related activities;
- Conduct research on new potential fields of specific interest for the Institute (i.e. IHL, Human Rights, etc.) with the objective of identify possible funding opportunities and partnership.

## Profile

The ideal candidate shares the key values of the Institute, such as the promotion and respect of international humanitarian law, the safeguarding of human rights, gender equality, non-discrimination and peaceful coexistence among all cultures. He/she fulfils the following requirements:

- Degree in international relations, political sciences, social sciences, law, international development, educational sciences or related fields;
- At least 1 year and max 3 years of relevant experience in an NGO or international institution/organisation;
- Fluency (written and spoken) in English;
- Fluency (written and spoken) in French and/or Spanish is an asset;
- Good knowledge of corporate softwares such as Word, Excel, and PowerPoint;
- Background in education, international relations, international law, human rights is an asset;
- Good emphatic, social and communication skills as well as a proactive, professional and positive attitude;
- Team-oriented and collaborative attitude;
- Attention to detail, accuracy, and discretion complete the profile;
- Strong motivation and passion for working in an organisation supporting the promotion and dissemination of humanitarian law, human rights, and responsible and democratic citizenship.

## Selection criteria

Priority is given to:

- Young practitioners and recently graduated in the fields of international relations, human rights, education, social sciences, law and other related disciplines;
- Candidates who are fluent in at least another UN language, in addition to English;
- Candidates with specific knowledge in EU project management;
- Candidates who prove to have a strong motivation and passion for joining the Institute.

## Selection procedures

- Deadline for applications is **22 August 2022**;
- Starting date is **19 September 2022**;
- The work will be conducted in Sanremo, at the IIHL HQs, with the possibility of arranging periods in remote working;

- All those interested are kindly invited to **carefully review the present Terms of Reference** and to apply by sending an **email to [special.projects@iihl.org](mailto:special.projects@iihl.org)** attaching the following documents:
    - **updated English CV**, including references if any;
    - **cover letter** expressing interest in the position and briefly describing why the candidate would be suitable for the position;
    - **Examples of previous works, publications, reports, etc.** are highly appreciated additional elements. These materials will not be shared externally.
- Subject to the email must be:** “Project assistant – Special Projects Department”;
- Due to the considerable amount of applications we receive, only those candidates who are successful at the application pre-screening stage will be contacted.