



## Department of International Refugee Law and Migration Law

### Vacancy Notice: Academic Engagement Assistant

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 **Academic Engagement 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. 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 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.

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](mailto:refugee.department@iihl.org) with subject: VACANCY: ACADEMIC ENGAGEMENT ASSISTANT. 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);

**Application Deadline:** 15 August 2022

**Starting Date:** 1 September 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 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, including law, political sciences, international relations and others;
- Experience in liaising with universities, governments, international organizations and other institutions and organizations relevant to the work of the Department;
- Strong organizational and communication (written and oral) skills;
- Experience in drafting project proposals and maintaining official communication with partner organizations, including particularly academic institutions and international organizations;
- 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;
- 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 is an asset;
- Demonstrated experience in drafting reports, including narrative and visual components;
- Past experience in organizing online courses and events is an asset;
- Experience in instructional design of learning programmes and teaching methodologies is an asset.



**Required languages:**

- Fluent verbal and written English
- Working knowledge of another UN language is an important 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 Academic Unit Coordinator of the Department of International Refugee Law and Migration Law, the Academic Engagement Assistant will:

- Assist in conducting qualitative and quantitative research of potential partners among academic institutions, training institutes and international organizations, with whom the Department may further its mandate of promoting international refugee law;
- Assist in identifying events, networks and other institutional engagement opportunities relevant to the work of the Academic Unit and the Department;
- Assist in identifying avenues of cooperation with academic institutions, State institutions, civil society organizations, international organizations and donors that comply with the Academic Unit's objectives and the Department's mandate;
- Assist in drafting project proposals and cooperation outlines for the Academic Unit's engagement with academic institutions, state training institutions and other partners;
- Conduct the quantitative and qualitative analysis of the course evaluation forms necessary for reporting;
- Support the Administrative Staff of the Institute in their correspondence and translation related to the courses and tailored initiatives;
- Assist in the preparation of briefing notes and other documents on field operations including protection situation of displaced and stateless populations and applicability of relevant legal frameworks and international guidelines and policies;
- Conduct any other tasks relevant to the Department's Programme, as assigned by the Academic Unit Coordinator.

Sanremo, 25 July 2022