



## Department of International Refugee Law and Migration Law

### Vacancy Notice: Outreach Assistant (Field Operations)

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 Outreach Assistant (Field Operations).

The Institute, through the Department, aims at enhancing the knowledge and skills of government officials, civil society members and staff of international organizations 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 Department is looking for a proactive Outreach Assistant with strong organizational and communication skills. The incumbent will act as focal point for the Department's communication with field operations of international organizations in the field – namely, the United Nations High Commissioner for Refugees (UNHCR), the International Organization for Migration (IOM), the International Committee of the Red Cross (ICRC) and other relevant stakeholders with whom the Department cooperates including governmental institutions, non-governmental organizations and the private sector. The incumbent will also support the outreach of the department by contributing to the implementation of communication activities related to the launching of the Course and the related collection of applications.

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.

#### Applications

Applications may be submitted via email, addressed to [refugee.department@iihl.org](mailto:refugee.department@iihl.org), with subject line reading "VACANCY: OUTREACH ASSISTANT (FIELD OPERATIONS)".

The email should include the following:

- Letter of interest for the position, outlining the reasons why the candidate should be selected and relating previous experience to the terms of reference for the position;
- Updated Curriculum Vitae, including three references (*name, position and contact details*);

**Application Deadline:** 31 August 2022

**Starting Date:** no later than 19 September 2022

Should a suitable candidate be identified, the Institute may choose to begin the interview process before the application deadline.

#### 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 two months. Subject to 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.



## Experience and Education:

- University Degree in Political Science, Social Sciences or Communication;
- Interest in the protection of refugees, internally displaced and stateless persons, and migrants is essential;
- Strong organizational and communication (written and oral) skills;
- Strong interpersonal skills;
- Demonstrated experience in drafting briefing notes and reports, including analysis, implementation arrangements and indicators;
- Previous experience (minimum 2 years) working with international organizations, in particular UNHCR, ICRC and/or IOM and/or non-governmental organizations is a very important asset;
- Experience in public awareness and advocacy initiatives related to the rights of persons in need of protection is an asset;
- Experience with email marketing tools and digital platforms;
- Experience with social media management is an asset;
- Required languages
  - Fluency (written and spoken) in English;
  - Fluency (written and spoken) in another official UN language (e.g. Russian, Arabic, French, Spanish) is an asset;

## Terms of Reference

- Act as the Department's focal point for communication with country offices of international organizations and other relevant stakeholders including governments, non-governmental organizations and private sector on the promotion of the Courses offered by the Department;
- Assist in the management of field applications to the Courses;
- Collect and monitor of reservations of slots for specific capacity-building initiatives;
- Liaise with the relevant Department units on reservations, recommendations and follow up of applications recommended by the country offices, namely the Coordination Unit and the Program Unit;
- Update the relevant directory of external focal points, relevant counterparts and previous participants;
- In coordination with the relevant teams, define the content and structure of broadcasting communication;
- Implement communication and outreach activities through official social media channels;
- Conduct any other tasks relevant to the Department's Programme as defined by the supervisor.