



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

Vacancy notice: Project Assistant

Special Projects Department for Latinoamerica

General Background

The International Institute of Humanitarian Law (IIHL - 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, round tables and publications.

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 professionals the opportunity of spending a period dedicated to assisting in the preparation and implementation of its activities. Priority is given to those interested in the fields of international humanitarian law, human rights, refugee law, migration law, international relations, peace education, democracy, and all related disciplines.

Special Projects and Training for Latin America

The Special Projects and Training for Latin America Direction is part of the Special Projects Department of the Institute.

Latin American countries - or, if one prefers, Ibero-American countries - have certain historical, political, geographical, economic, linguistic, and cultural similarities, which allow us to identify characteristics shared by most of their zones, providing them with unity amid their own diversity. Despite the commitment of their peoples and many of their institutions to upholding the dignity of the human person, the rule of law and peace with social justice, it cannot be ignored that in some of their area's violence of different natures and magnitudes is rife, as well as migratory tragedies, all of this driven by social inequalities, economic deprivation and other serious structural problems. The dramatic

consequences derived from the above-mentioned circumstances, added to the conviction that - as has been pointed out - there can be no peace without development, no development without peace, and no peace and development without the full realisation of human rights, have led us to direct part of our attention, in a specialised manner, to certain aspects of the Latin American problematic, such as -inter alia - such as those related to citizen security, gender violence and democratic coexistence.

General Role

The selected collaborator will work under the supervision of the Director of the Special Projects and Training for Latin America and in close coordination with the rest of the Department.

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 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 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 projects (i.e. updating webpages, etc.);
- Contribute to the drafting of the quarterly Newsletter of the Institute with regard to the activities of the Direction;
- 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 must 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 has to fulfils the following requirements:

- Degree in international relations, political sciences, social sciences, law, international development, educational sciences or related fields;
- At least 1 year of relevant experience in an NGO or international institution/organisation;
- Fluency (written and spoken) in Spanish (preferably native language), English and Italian;

- Good knowledge of corporate software such as Word, Excel, and PowerPoint or other graphic design tools such as Canva;
- Background in education, international relations, international law, human rights is an asset;
- Good social and communication skills as well as a proactive, professional and positive attitude;
- Team-oriented and collaborative attitude;
- Strong motivation and passion for working in an organization supporting the promotion and dissemination of humanitarian law, human rights, and responsible and democratic citizenship.
- Attention to detail, accuracy, and discretion complete the profile.

Selection criteria

Priority is given to:

- Young practitioners and graduated in the fields of international relations, human rights, education, social sciences, law and other related disciplines;
- Candidates who are fluent in Spanish (preferably native language) and Italian, in addition to English;
- Candidates who prove to have a strong motivation and passion for joining the Institute.

Selection procedures

- Deadline for applications is **25th January 2023**;
- Starting date is **20th February 2023**;
- The work will be conducted in Sanremo, at the IIHL HQs, with the possibility of travelling abroad
- All those interested are kindly invited to **carefully review the present Terms of Reference** and to apply by sending an **email to sara.rossi@iihl.org** attaching the following documents:
 - **updated Spanish CV**, including references if any;
 - **cover letter** in Spanish and English expressing interest in the position and briefly describing why the candidate would be suitable for the position;
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Subject to the email must be: "Project assistant – Special Projects Department for Latinoamerica";
- Due to the considerable amount of applications we receive, only those candidates who are successful at the application pre-screening stage will be contacted.