



Department of International Refugee Law and Migration Law Vacancy Notice: Assistant 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 **Assistant Coordinator**.

The Institute, through the Department, aims at enhancing the knowledge and skills of government, international organizations and civil society 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 worldwide reputation 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 Institute enjoy consultative status at the United Nations Economic and Social Council – ECOSOC, and participatory status at the Council of Europe.

The Assistant Coordinator is responsible for the management and development of the courses, activities and initiatives of the Specialisation Programme on Protection Coordination (SPPC). The Programme is implemented in partnership and with the support of the Global Protection Cluster and the Areas of Responsibility (AoRs) on Gender-Based Violence, Child Protection, Housing, Land and Property and Mine Action. The SPPC aims to enhance the knowledge, skills and competencies of professionals responsible for coordinating protection interventions in the context of humanitarian action, such as Protection Cluster and AoRs Coordinators and Co-Coordinators as well as government and civil society actors. The Assistant Coordinator will also contribute to the implementation of the overall Mandate of the Department.

The ideal candidate shares our values in promoting the respect of international law and the safeguarding of human rights through training and other initiatives in multiple formats. S/he is a proactive team player with solid interpersonal and coordination skills. S/he can provide thorough insights on how our courses and initiatives can be more impactful and identify new projects that the Department can engage into for the benefit of its objectives and the mandate of the Institute.

Applications:

Applications must be submitted via the following [link](#).

Application Deadline: 27 February 2023

Starting Date: as soon as possible

Applications will be reviewed on an ongoing basis. 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 2023, with a provisional period of up to 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 and others;
- Minimum one year of experience in supporting the organization of courses, in particular online, 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;
- Experience in digital content creation, including photography, videography, graphic design and editing are relevant assets;
- Experience in instructional design of learning programmes and teaching methodologies is an asset;



- **Required languages and skills:**
 - Fluent verbal and written English and French or Spanish language;
 - Working knowledge of a third UN language 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.

Terms of Reference:

Under the supervision of the Coordinator of the Department of International Refugee Law and Migration Law, the Assistant Coordinator will support the implementation of the Department's programme through:

- Support the team with the preparation, organization and delivery of the Programme
- 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 sessions of the courses and initiatives;
- 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;
- Propose 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.

Sanremo, 20 February 2023