



Department of International Refugee Law and Migration Law Vacancy Notice: Project Assistant (Outreach)

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 **Project Assistant (Outreach)**.

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 Project Assistant (Outreach) is responsible for supporting the Lead Coordinator in developing and delivery of the courses, as well as in implementing communication and outreach activities. S/he is also expected to have excellent organizational skills and to be able to handle time-sensitive tasks.

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 expected to be a proactive team player with solid interpersonal and coordination skills.

Applications:

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

Application Deadline: 24 March 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. Studies on International Law, Human Rights and/or Communication/Graphic Design are an asset.
- Experience in coordinating and/or organizing online courses and events.
- Strong organizational and communication (written and oral) skills.
- Knowledge of online learning tools and digital communication platforms and social media tools.
- Experience in public awareness and advocacy initiatives related to the rights of refugees, internally displaced persons, stateless people and migrants is an asset.
- Demonstrated experience in drafting reports, including narrative and visual components.
- Experience in digital content creation, including photography, videography, graphic design and editing are assets.
- Experience in designing courses in Moodle is an asset.

- **Required languages and skills:**
 - Fluent verbal and written English is requirement (additional UN languages are highly preferable)
 - Ability to meet changing demands and to adapt to frequently changing priorities; and



- 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 Lead Coordinator of the Department of International Refugee Law and Migration Law, the Project Assistant will support the implementation of the Institute's programme through:

- Providing technical and logistical support to the development and delivery of Courses, both online and on-site.
- Developing and updating sessions, learning materials, and resources.
- Contributing to the development and updating of the Online Learning Platform, online sessions, and Online Library.
- Assisting the Department in the outreach to the field operations, stakeholders and public at large through social media and other means of communication.
- Conduct any other tasks deemed necessary to achieve the Institute's objectives.

Sanremo, 10 March 2023