



## Department of International Refugee Law and Migration Law Vacancy Notice: Online Learning Assistant (English)

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 Online Learning Assistant (Russian and English).

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 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 Unit can engage into the benefit of the objectives of the Department and the mandate of the Institute.

### Applications:

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

There we would ask you to include the following:

- Letter expressing interest in the position and outlining reasons why the application should be selected;
- Updated Curriculum Vitae
- Three references (name, position, and contact details);
- Sample of previous work, i.e. reports, Powerpoint presentations and infographics are highly appreciated. The received material will not be shared externally.

**Application deadline:** 2 June 2023

**Starting date:** 15 June 2023

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 from 15 June to 31 December 2023, with a provisional period of 2 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 organizing online courses and events;
- Knowledge of online learning tools and digital communications platforms, such as Canva, Moodle and Zoom for Education;
- Have advanced knowledge of corporate software such as Word, Excel, and PowerPoint;
- Strong organization and communication (written and oral) skills;
- Attention to detail, and accuracy;
- Proactive, professional and positive attitude;
- Motivation and passion for working in an organization supporting the protection of refugees, internally displaced persons (IDPs), stateless persons and migrants;
- 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 working directly with persons in need of protection and groups with specific needs is an asset;
- Experience in digital content creation, including photography, videography, graphic design and editing are assets;
- Experience in instructional design of learning programmes and teaching methodologies 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.
- **Required languages:**
  - Verbal and written fluency in English
  - Working knowledge of other UN languages such as Russian, French, Arabic or Spanish are a strong asset.

## Terms of Reference

Under the supervision of the Course's Coordinator and the Project Implementation Associate of the Department of International Refugee Law and Migration Law, the Online Learning Assistant will:

- Support the overall course organization of courses delivered in Russian and English;
- Contribute to the management of the Online Learning Platform;
- Instruct the facilitators on the online learning tools used for the online courses, such as Zoom for Education and Moodle;
- Contribute to the research, design and preparation of modules and learning sessions;
- Collaborate with the Coordinator and Director in the design of new courses and update material and teaching methodologies for existing ones;
- Collect data, prepare reports, and graphic materials on the current situation and statistics related to refugees, internally displaced persons (IDPs), stateless people and migrants worldwide;
- Conduct the quantitative and qualitative analysis of the Course evaluation forms necessary for reporting;
- Follow-up with participants during and after the courses, providing feedbacks to analysis based on pre-defined answer keys, or responses to questions posed throughout the workshops;
- Assist in opening, closing and moderating sessions, both for online and face-to-face Courses;
- Support the Administrative Staff of the Institute in their correspondence and translation related to the Courses;
- Conduct any other task relevant to the Department's programme, as assigned by the supervisors.

*Candidatures from Global South are highly encouraged.*