



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

## **Junior Collaborator** *Special Projects Department*

### **General Background**

The International Institute of Humanitarian Law (IIHL - [www.iihl.org](http://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 and round tables.

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 young professionals the opportunity of spending a period of time dedicated to assist in the preparation and implementation of its activities. Priority is given to recently-graduated students interested in the fields of international humanitarian law, human rights, refugee law, migration law, international relations, peace education, citizenship education, and all related disciplines.

### **General Role & Specific Background**

The Junior Collaborator will work under the supervision of the Director and Coordinator of the Special Projects Department.

The main task of the Special Projects Department is to conceptualise, design, and implement a wide range of complementary initiatives with the goal of furthering the institutional mission of the Institute and enhancing its international standing as a distinguished centre of excellence in the fields of IHL, Human rights and their related subjects and bodies of law.

To pursue its objectives, the SPD is responsible for the development of several initiatives, with the annual Sanremo Round Table on current issues of International Humanitarian Law certainly being the most prominent among them. Additionally, the Department counts a range of consolidated activities that constitute the backbone of its annual work calendar.

The SPD sees the continuous establishment of new partnerships with national and international organisations as an essential reason for its existence. This strategic endeavour responds to the need to enhance the IHL reputation within the global community of specialised entities dedicated to promoting the principles and rules of IHL.

Finally, the SPD engages actively in multi-stakeholder projects centred on important areas such as citizenship and peace education, intercultural dialogue, and providing institutional support for the creation of innovative integration policies.

### **Main Duties and Responsibilities**

In this capacity the incumbent will perform the following tasks:

- Assist in designing, promoting, and executing training and dissemination activities developed by the Department;
- Contribute to conducting background research and thematic analysis on topics relevant to the Department's initiatives;
- Assist the Department team in crafting new project proposals in response to different international and EU funding opportunities;
- Support the work carried out by the Department on ongoing EU and internationally funded projects, including by performing administrative and management tasks if requested;
- Support team efforts in preparing, organizing and reporting the results of international events, workshops, meetings, and conferences, including by producing thematic materials, drafting scripts and PPT presentations, managing logistics, and drafting minutes and reports;
- Assist in maintaining and enhancing the Department's online presence and communication activities, such as through social media posting, producing informative materials, designing infographics, and similar promotional products;
- Contribute to drafting the quarterly Newsletter of the Institute and further materials focusing on the institutional activities of the Institute.

### **Profile**

The ideal candidate 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 fulfils the following requirements:

- Recently graduated in law, international relations, political science, social sciences, international development, or related fields;
- Fluency (written and spoken) in English is required;
- Fluency (written and spoken) in French and/or Spanish is an asset;
- Good knowledge of Word, Excel, and PowerPoint;
- Previous volunteer activity or experiences in international relations, IHL, human rights, humanitarian issues or related fields is an asset;
- Good emphatic, social and communication skills as well as a proactive, professional and positive attitude;
- Team-oriented and collaborative attitude;

- Attention to detail, accuracy, and discretion complete the profile;
- Strong motivation and passion for working in an organisation supporting the promotion and dissemination of international humanitarian law, human rights, refugee law, migration law, responsible and democratic citizenship, and peace education.

### **Conditions and procedures**

- Deadline for applications is **17 April 2024**;
- Starting date of the collaboration is **1 May 2024**;
- The collaboration will be conducted in Sanremo, at the IIHL HQs, with the possibility of arranging periods of remote-working;
- The first collaboration period will have a duration of 6 months, ending on **31 October 2024**. The period may be extended upon positive evaluation of the results of the collaboration by the responsible staff of the Institute.
- All those interested are kindly invited to send an **updated English CV** and a **Cover Letter** (in English) to [special.projects@iihl.org](mailto:special.projects@iihl.org). Subject to the email must be: “Application: Junior Collaborator– Special Projects Department”;
- Due to the considerable number of applications received by the Institute, only shortlisted candidates after the pre-screening stage will be contacted.