



Junior Collaborator

Special Projects Department

General background

The International Institute of Humanitarian Law (IIHL - www.ihl.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 to actively 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, 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 other related subjects and bodies of law applicable to humanitarian crises.

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 being the most prominent among them. Additionally, the Department counts a range of consolidated training and dissemination 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 overall need to enhance the IIHL reputation within the global community of specialised entities dedicated to promoting the principles and rules of IHL.

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's team in conceiving, co-designing, and drafting new project proposals, in response to different national and international needs and funding opportunities;
- Support the work carried out by the Department on ongoing projects, including by performing administrative and management tasks if requested;
- Support team efforts in preparing, organizing and reporting the results of courses, international events, workshops, meetings, and conferences, including by producing thematic materials, drafting scripts and PPT presentations, managing logistics, and drafting minutes, quantitative and qualitative reports;
- If requested, join the Coordinator and Director in the outreach effort with new donors and stakeholders;
- 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 content;
- 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 international law, international relations, political science, 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, and migration law.

Conditions and procedures

- Deadline for applications is **27 April 2025**;
- Starting date of the collaboration is **1 June 2025**;
- 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 4 months, ending on **30 September 2025**. 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. 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.