

Department of International Refugee Law and Migration Law **Call for Applications: Junior Collaborator (Research and Content Development)**

The Department of International Refugee Law and Migration Law (hereinafter: the Department) of the International Institute of Humanitarian Law (hereinafter: the Sanremo Institute), Sanremo – Italy, calls for applications for Junior Collaborators for the workstream research and content development.

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 Department can engage into the benefit of its objectives and mandate.

The position of Junior Collaborator is conceived to train and equip junior profiles with specific skills in development of training activities, using online learning tools, research, data and legal analysis.

Applications:

Applications must be submitted via the following form: <https://forms.gle/V9PzXvxwnh34yoWD7>

- Letter expressing interest in the position and outlining reasons why the application should be selected;
- Updated Curriculum Vitae, including three references (name, position and contact details).

Application deadline: 28 January 2024

Starting date: 15 February 2024

Applications will be analyzed on a rolling basis. For this reason, the Institute may begin the interview process before the application deadline should a suitable candidate be identified.

Contract:

The incumbents will be offered an Occasional Collaboration Contract with the International Institute of Humanitarian Law. The incumbents shall perform daily work remotely.

Requirements:

- Currently enrolled in a degree program or recently graduate (no more than one year) in social sciences, including law, political sciences, international relations;
- Background in International Law, Human Rights and Refugee Law;
- Motivation and passion for working in an organization supporting the protection of refugees, internally displaced persons (IDPs), stateless persons and migrants;
- Ability to meet changing demands and to adapt to priorities;
- Have advanced knowledge of corporate softwares such as Word, Excel, and PowerPoint;
- Strong organizational and planning skills;
- Great research, analysis and synthetic skills; experience in previous research projects is an important asset;
- Attention to detail, and accuracy;
- Good social and communication skills as well as a proactive, professional and positive attitude;
- Familiarity with graphic design tools such as Canva, Moodle and Zoom for Education is an asset;
- Required languages:
 - Fluency in English and French;
 - Other languages such as Spanish, Russian or Arabic are an asset.

Terms of Reference:

- Support in research to contribute to the content development;
- Support in the development of a database of international legal instruments, challenges and best practices from countries on the topics of international refugee law, international migration law, internal displacement and statelessness;
- Collection of useful material and learning resources for the courses;
- Support in data collection and monitoring;
- Support with the graphic design of the Department's learning products and media communication;
- Support with translations of key documents (e.g. correspondence with participants, course content, broadcasts);
- Support in the development of internal documents, such as Standard Operating Procedures;
- Conduct any other tasks deemed necessary to achieve the Department's objectives.

Selection criteria

Applicants from the Global South or with a background of forced displacement or statelessness are strongly encouraged to include this information in their application.

Conditions

The Institute envisages remuneration for the selected Junior Collaborators.