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Vacancy Announcement: Children's Rights Project Officer for Online Programmes



The Global Campus of Human Rights (hereafter Global Campus) is an inter-disciplinary centre of excellence supported by the EU, by the Right Livelihood Award Foundation (hereafter RLAF), and other

partner institutions, aiming at pursuing the continued promotion of human rights and democratisation through education, specialised training, and research cooperation worldwide through a network of regional academic partners. Its main headquarters are based in Venice-Lido, Italy and the regional partner's headquarters are based in Argentina, Armenia, Bosnia-Herzegovina, Lebanon, South Africa, and Thailand.

The Global Campus is looking for a qualified **full-time Project Officer**, who shall be based at its main headquarters in Venice-Lido, Italy, to support the development of electronic and blended courses related to the human rights of children.

PURPOSE

The **Children' Rights Project Officer for Online Programmes** will be responsible for the support to the preparation, implementation and follow-up of the online and blended projects concerning children's rights which the Global Campus will develop in the framework of its Agreement with RLAF. The position involves a combination of administrative, practical/technical and communication responsibilities.

KEY RESPONSIBILITIES & DUTIES

The **Children' Rights Project Officer for Online Programmes** will work as a member of the permanent Global Campus staff, based in Venice - the Lido, under the lead of the Academic Coordinator of Online Programmes. Tasks will include the following:

- To liaise with academics, lecturers and experts involved in online programmes in order to provide guidance, gather materials and carry out related administrative tasks;
- To work closely with video makers for the preparation and timely delivery of video lectures, trailers, promotional clips, webinars, live stream events;
- To set up the structure of the course and upload all materials on the online platform (EdX), including entry and exit evaluation surveys, followed by checking, testing and adjusting;
- To support the Academic Coordinator in filling possible gaps in content, quizzes, discussions and other learning materials;
- To collaborate with other Global Campus colleagues (especially Joint Activities, IT, Communication Departments) involved in the planned programmes, in order to exchange information, provide substantial inputs and texts, support coordinated promotion plans;
- To support students for all that concerns general queries on the courses and their functioning, monitor course participation, and help moderate discussions;
- To check requests for certificates and send them to participants after approval by the Academic Coordinator of Online Programmes;
- To analyse course evaluation forms and gather relevant information and statistics for reporting purposes.

MINIMUM REQUIREMENTS

- BA (+2-3 years of experience)/MA in a field relevant to human rights;
- Experience in supporting the delivery of online courses, preferably in the educational or non-profit

sector;

- Excellent communication and networking skills suited to a multinational and multicultural environment;
- Collegiality and willingness to work as part of a team;
- Strong proven organisational and time management skills;
- Ability to work under pressure and meet deadlines;
- Excellent knowledge of English, including drafting ability;
- Proficiency in MS Word and Excel

DESIRABLE REQUIREMENTS

- Experience in the field of children's rights;
- Good knowledge of French and/or Spanish.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties.

The Children' Rights Project Officer for Online Programmes will be required to take up full service as of 1 August 2019. The position will be based in Venice, Italy. The gross salary depends on qualifications and seniority.

The closing date for receipt of applications is 24 June 2019.

Please send a motivation letter and detailed curriculum vitae to the Global Campus Secretary General, Manfred Nowak, manfred.nowak@gchumanrights.org, the Academic Director, George Ulrich, george.ulrich@gchumanrights.org and the Academic Coordinator of Online Programmes, Angela Melchiorre, angela.melchiorre@gchumanrights.org.

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