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VACANCY ANNOUNCEMENT: E.MA Fellow in the field of International Human Rights Law 2015/2016

The European Inter-University Centre for Human Rights and Democratisation (EIUC) is looking to appoint a highly qualified individual as E.MA Fellow in the field of International Human Rights Law for the academic year 2015/2016 in Venice-Lido, Italy.

The initial assignment is for the period between 14 September 2015 and 31 January 2016, with the possibility of renewal subject to performance and funding.

Functions and tasks

The E.MA Fellow will work as a member of the academic and administrative unit of the E.MA Programme in cooperation with the E.MA Fellow in International Relations and under the supervision of the E.MA Programme Director. The position involves a combination of administrative and academic responsibilities connected with the E.MA Programme. Tasks will include the following:

1. To perform administrative tasks related to the E.MA programme and the external lecturers coming to Venice over the period of the first semester. This task can be further specified as follows:

- To assist and liaise with the E.MA academic responsables and other lecturers in the first semester in order to implement the scientific and educational programme;
- To assist and liaise with the Field Trip Academic Coordinator and to actively participate in the first semester field trip as a member of the academic team;
- To organise, under the supervision of the E.MA Programme Director, the procedure for the

distribution of students in the second semester universities;

- To organise, handle and constantly update the e-learning environment.

2. To act as a continuous academic resource reference for students. This task can be further specified as follows:

- To assist students in developing their Master's Thesis research proposals to be presented in view of the choice of the second semester university;
- To advise students on the range of suitable second semester universities in accordance with their thesis proposal;
- To provide tuition for single students or groups of students in need of specific learning support.

3. To perform autonomous teaching and marking of first semester curriculum units. This task can be further specified as follows:

- To organise and teach a rolling seminar introducing basic concepts of International Law related to human rights (about 15 hours of teaching time);
- To teach special sessions on research/writing/practical skills (up to 6 hours of teaching time);
- To assess student assignments and perform marking activities under the supervision of the E.MA Programme Director;
- To set up and lead working groups and workshops incorporated in the academic programme;
- To teach specialised classes upon request of the E.MA academic responsables and E.MA Programme Director.

4. To assist the E.MA Programme Director in the academic and administrative planning of the forthcoming academic year. This task can be further specified as follows:

- To prepare academic and information materials, in particular by updating the database of second semester universities and the weekly schedules and readings;
- To carry out analysis and critical evaluation of the E.MA Programme;
- To assist in the development of the curriculum;
- To assist in the advertisement campaign;
- To participate in the update and development of E.MA social networks.

5. To report regularly to the E.MA Programme Director, EIUC Secretary General and E.MA Governing Bodies about the above mentioned activities.

Essential requirements

The E.MA Fellow should possess and demonstrate the following:

- PhD (completed or near completion) in law with relevance to Human Rights and Democratisation;

- Significant experience in teaching and working with academics in an international environment;
- Excellent communication, diplomatic and group management skills;
- Solid mentoring abilities and understanding of the needs and concerns of peers and students;
- Collegiality and willingness to work as part of a team;
- Strong proven organisational and time management skills;
- Excellent knowledge of English, including drafting ability;
- Very good knowledge of MS Word and Excel.

Desirable requirements

The following are desirable qualifications:

- Experience in human rights practice;
- Good knowledge of Adobe Professional (preparing and editing PDFs), Virtual Learning Environments and other IT-related applications;
- Knowledge of website editing and social networking;
- Knowledge of Italian and possibly French.

The E.MA Fellow in the field of International Human Rights Law will be required to take up full service starting **from 14 September 2015 and finishing on 31 January 2016** (with the possibility of renewal subject to performance and funding). The gross salary will be between €2.500 and €3.000 per month, depending on qualifications and seniority.

Application and selection procedure

The closing date for receipt of applications is **8 September 2015 (22.00 hrs)**.

Please send a cover letter, detailed curriculum vitae and two recommendation letters addressed to the E.I.U.C. Secretary General Prof. Benoît-Rohmer (florence.benoit-rohmer@eiuc.org), the E.MA Programme Director Dr. Andraž Zidar (andraz.zidar@eiuc.org) and the E.MA Executive Officer, Ms Lucia Fanicchi (lucia.fanicchi@eiuc.org).

Short listing will be completed soon after the deadline, to be followed by telephone or skype interviews for the short-listed candidates during that week (9-11 September).

Please note: filling the above position is contingent upon approval of funding by the European Commission.