

Internship Announcement

Assistant Librarian

The International Institute of Humanitarian Law (IIHL) is a private, independent and non-profit organisation that encourages dialogue among governments, organisations and institutions concerned with humanitarian issues, as well as among individual experts. The IIHL is currently seeking an intern to assist in managing the library for a minimum of six months.

DESCRIPTION

Reporting to the IIHL Librarian and to the Assistant to the Secretary-General and/or the Secretary-General, the intern will:

- ▶ assist in updating the list/catalogue of new entries;
- ▶ classify books, reviews, magazines, videos and DVDs and other documents
- ▶ computerize the catalogues;
- ▶ update the documents and correspondence files; ▶
- ▶ update the IIHL publications file;
- ▶ copy, prepare and distribute specific documentation for IIHL activities;
- ▶ revise and edit specific texts for publication;
- ▶ provide support and general assistance as required.

CONDITIONS

The IIHL is not in a position to offer interns financial remuneration. However, on a discretionary basis, the IIHL may offer expense re-imbusement for local travel costs and lunch allowance. The successful candidate must be able to commit himself/herself for a minimum of six months.

QUALIFICATIONS

The candidate must be highly motivated and interested in humanitarian work and particularly in international law, international humanitarian law and human rights. Preferably, he or she must have a background in library (information) science, library management, education, social sciences or a related field. The candidate must be able to work as part of a multicultural team. The candidate must be proficient in spoken and written English and French (Spanish and/or other languages are an asset) and must have a high level of computer literacy.

APPLICATIONS should be addressed directly to Mr. Gian Luca BERUTO together with a *résumé* and the names and contact details of at least two referees, and e-mailed to: gianluca@iihl.org

Or posted to: International Institute of Humanitarian Law, Villa Ormond, C.so Cavallotti 113, 18038 Sanremo, Italy