



IIJ VACANCY

JUNIOR DIGITAL MEDIA CONSULTANT ACADEMIC UNIT

ABOUT THE IIJ

The International Institute for Justice and the Rule of Law (IIJ) is located in Malta and has a mission to deliver innovative and sustainable capacity-building through the implementation of counter-terrorism-related, rule of law-based good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora.

Since its inauguration in 2014, the IIJ has trained more than 7000 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of parliamentarians, judges, prosecutors, police, prison and other criminal justice practitioners to address terrorism and related transnational criminal activities within a rule of law framework. The IIJ delivers capacity-building training tailored to the needs of the regions it serves, including North, West and East Africa; the Middle East; and select engagement in the Balkans, and Central, South and Southeast Asia. For more information on the IIJ, please visit the IIJ's website at <http://www.theij.org>.

In 2020, the IIJ launched an Academic Unit to provide in-depth courses to criminal justice practitioners aimed at filling critical knowledge gaps necessary for successfully countering terrorism and transnational crime. In addition, the Academic Unit has developed a forward-leaning and ambitious Research Agenda framed around the needs of practitioners. The results of this research will feed back into the work of the IIJ, with the Institute's Academic and Programmatic Units being better able to guide the evidence-based development of good practices, thematic workshops and specialised training courses.

CONSULTANCY POSITION

The Academic Unit's curricula, including the flagship Counter-Terrorism Academic Curriculum (CTAC), fuel intense courses for investigators, prosecutors and judges to increase their awareness of terrorism-specific issues as well as the knowledge and skills for successfully investigating and prosecuting terrorism-related cases.

The Academic Unit's courses feature a number of engaging, multimedia course content, including a simulated cross-border terrorist plot. An essential component of each of these courses is the use of technology and mock evidence by the participants for the Practical Exercises.

As such, the IJJ is calling for applications from **qualified candidates to undertake a consultancy with the IJJ focusing on creating and adapting digital and print media resources.**

Key Tasks and Deliverables

Duties and responsibilities will include:

- Minor editing of video materials (approximately 10 case studies and lecturettes).
- Edit and lay out two training manuals (including one in English and one in French) and two facilitation guides in Microsoft Word.
- Build a dynamic Microsoft PowerPoint template for use in course materials (approximately 15 slides).
- Edit and lay out approximately 30 PowerPoint slides decks for course modules (15 in English and 15 in French).
- Building a relevant photo/icon database for use in learning materials and publications (100 relevant, high-quality photos and 40 relevant icons from royalty-free or Creative Commons sources).
- The IJJ expects that a maximum of 18 days will be required to fulfil the remit.
- All deliverables will be due by 1 June 2022.
- The consultant will work remotely and will coordinate deliverables closely with the Academic Unit Programme Manager as well as the Communications Officer/Communications Assistant.

CONSULTANT CRITERIA & QUALIFICATIONS

The design of materials for state-of-the-art courses necessitates a solid understanding of the course objectives and how the Academic Unit's digital media library can be used to help participants achieve them. The ideal candidate will have developed a number of creative digital media outputs that are both engaging and professional.

The candidate should demonstrate capacity in a number of applicable software packages, such as Adobe Photoshop, Premiere Pro, and Microsoft Office.

Qualifications

- Experience in communications, web or graphic design, and dynamic learning is required;
- Proficiency in Microsoft Office products and the Adobe Creative Suite;
- Analytical, research and drafting skills and good organizational skills with ability to process and classify information quickly and efficiently;
- Professional fluency in English with good oral and written communication skills;
- Professional fluency in French and/or Arabic is an advantage; and

- Demonstrated gender awareness and sensitivity, ability to work in a team and establish working relationships with people of different cultural backgrounds.
- Successful proven organisational and prioritisation skills.
- The ability to exercise good judgement and discretion at all times.
- Efficient in observing deadlines and achieving results in accordance with qualitative and quantitative parameters.

Deadline for Applications

All interested applicants meeting the above stated criteria and qualifications should submit a cover letter, resume/CV, and either a digital portfolio or a sample of relevant design work to the IJ Executive Secretariat at HR@THEIJ.ORG by **1 APRIL 2022** clearly stating “**CONSULTANT_DIGITALMEDIA2021**” in the subject line. Please include in your cover letter the proposed compensation for the above deliverables (in euros).