



**JUSTICE
RAPID
RESPONSE**

Justice Rapid Response is looking for:

1 Full time Program Associate (100%)

(Based in Geneva - Fixed-term contracts until 31st March 2019)

Organization and Position within the organization

Justice Rapid Response (JRR) is an intergovernmental initiative set up to provide a stand-by facility of trained and rapidly deployable criminal justice and related professionals at the request of the international community to investigate, analyze and report on situations where serious human rights and international criminal law violations have been reported. The JRR Secretariat is composed of a small team to carry out JRR's activities under the direction of the JRR Executive Director. The JRR Secretariat is based in Geneva, Switzerland with liaison offices in The Hague and New York.

The Program Associate will work under the supervision of the Manager of the Roster and Deployment Management Unit (75%) and under the supervision of the Recruitment and Certification Coordinator (25%).

Duties and Responsibilities

Deployment and Roster Management (75%)

- Assisting with the identification of JRR experts for deployments and the documentation required for the rapid release of the identified experts;
- Assisting with the facilitation of the deployment of the selected experts in the field, in collaboration with the expert, JRR's partners and JRR colleagues;
- Monitoring and maintaining records on all on-going inquiries and deployments including updating relevant JRR fact sheets and tracking documents as well as providing information for reporting on deployments;
- Preparing pre-deployment briefing packages on country situations, including conducting research of open source material relating to a deployment;
- Assisting with the debrief of experts and the implementation of recommendations made by experts and/or requesting entities;
- Monitoring events and news developments relating to the activities of JRR and its end-users and inform the team of outreach opportunities in Geneva in collaboration with the Public Relationship Manager;

- Assisting with the certification of experts having successfully completed a training course on the JRR roster;
- Assisting with the implementation of JRR's roster management policies, including by contacting experts for updates, and inputting and updating of data in the JRR roster;
- Assisting with the updating of JRR focal points and broader contact database;
- Conducting research on topics related to JRR activities as required;
- Assisting with other related tasks, as requested by the Roster and Deployment Manager, the Director of Operations or the Executive Director.

Recruitment and Certification (25%)

Under the direct supervision of the Recruitment and Certification Coordinator:

- Monitor and manage the JRR's email account dedicated to recruitment;
- Assist in the maintenance and update of the recruitment course documents and folders and statistics;
- Assist in the processing of the prospective candidates applications, entering their profiles into the current system. Supporting the Training and Recruitment Coordinator in the verification of their credentials and the management of the candidates selection process;
- Liaise with the selected candidates with regard to their participation to the recruitment course, providing the necessary logistical and administrative support, including visa requirements;
- Assist in the preparation of logistical arrangements and documents, including liaison with travel agent, hotels and other service providers as appropriate;
- Assist with the processing of the recruitment course evaluation forms;
- Provide any ad hoc support as may be assigned by the Recruitment and Certification Coordinator – in particular in relation to the strengthening of the process to recruit experts on the JRR Roster.

Qualifications

- Bachelor or equivalent professional degree preferably in political sciences, international relations, law or related fields of studies; Interest in and knowledge of the field of transitional justice, human rights or international law;
- 1-2 years relevant professional experience;
- Fluency of written and oral English, and either French or Spanish. Competence in one or more of the other official UN languages is an asset;
- Strong computer skills and experience with databases (experience with Salesforce is an asset).

Competencies

Professionalism: ability to identify issues, analyze and participate in the resolution of issues/problems; to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; to show commitment to the organization and its goals; to respect deadlines; to achieve results; to show flexibility and persistence when faced with difficult problems or challenges; to handle stress; to demonstrate attention to detail and professionalism in interactions with external actors;

Communication: ability to speak and write clearly and effectively; to listen; to interpret messages and respond appropriately; to use precise language and ask for clarification when required; to transmit relevant information; to adapt to one's interlocutor; to demonstrate cultural sensitivity and openness;

Teamwork: ability to work in collaboration with colleagues in view of reaching organizational goals; to solicit input and value colleagues' ideas and expertise; to be willing to learn from others; to place team agenda before personal agenda including willingness to work in other than assigned areas where and when required to ensure achievement of corporate objectives; to share credit for team accomplishments and to accept joint responsibility for team shortcomings;

Political sensitivity: ability to identify politically sensitive issues and address them accordingly, seeking guidance when appropriate.

Application process

Swiss or eligible EU citizens, or those with a valid work permit for Switzerland, can apply.

Please send your CV and a cover letter addressed to Mr. Samuel Emonet, outlining your motivation and indicating your availability to the following email address: secretariat@justicerapidresponse.org

Only short-listed candidates will be contacted.

Deadline for applications is October 29th, 2018

Anticipated Starting date: **as soon as possible**

Indicative annual salary for this position – 60'000 CHF before taxes