



JUSTICE RAPID RESPONSE

Justice Rapid Response is looking for:

1 part-time Program Associate (50%)

(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.

Duties and Responsibilities

The Program Associate will work under the supervision of the Complementarity Programme Manager to support the implementation of JRR's Complementarity Programme (hereinafter "the Programme"), by performing the following tasks:

1. Monitoring, Researching and Mapping

- Monitor justice and transitional justice efforts and trends at the national level in view of identifying potential Complementarity Programme country situations.
- Conduct research on identified country situations, including mapping of actors supporting local authorities.

2. Organizing and participating in deployments/missions

- Draft deployment frameworks (compile information about specific inquiries and requests for expertise etc.) and with the assessment of inquiries and requests by the Roster and Deployments Team.
- Compile and prepare Briefing packages for experts to be deployed under the Complementarity programme, in close collaboration with the Roster and Deployments Team.
- Take part in expert deployment briefing and debriefings, in close collaboration with the Roster and Deployments Team.

3. Proposals and Reporting

- Assist with the drafting of concept notes, proposals for the Programme and narrative segments on Programme activities for interim and final narrative reports to donors.

- Assist with the gathering, processing and extracting information pertaining to Programme activities into the JRR information management system, in close collaboration with the Roster and Deployments Team.

4. Representation and networking

- Support the Complementarity Programme Manager with partnership building and relationship management with Programme partners, including by researching and mapping information on partners and their activities.
- Represent JRR at events and conferences on Complementarity or related topics, where appropriate.

5. Miscellaneous

- Assist with the Monitoring and Evaluation (M&E) of the Programme and their activities, in close collaboration with the Roster and Deployments Team.
- Assist with the development of communication material for the Programme, including talking points for meetings.

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 Spanish. Competence in one or more of the other official UN languages 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

Indicative Annual Salary for this part-time position (50%) – 30'000 CHF before taxes

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