



**Terms of Reference  
JRR USA Program Associate (Part-time)  
2019**

Justice Rapid Response is recruiting for a part-time associate to support the work of its New York Offices, specifically the Sexual and Gender-Based Violence (SGBV) and Civil Society (CS) programs. The associate will work in JRR's New York offices, under the supervision of JRR USA's Head of Office. He/she will gain direct exposure to the workings of an international organization and will have the opportunity to attend internal staff meetings, and outside meetings and events related to the field of international justice.

**Schedule:**

This is a temporary part time position. The associate will work from JRR's New York Offices.

**Duties and Responsibilities:**

The associate will support the work of JRR's New York Office, in particular Sexual and Gender-Based Violence (SGBV) and Civil Society (CS) programs.

Specifically, the associate will be required to

- Familiarize herself or himself with JRR's activities;
- Develop researches in support to JRR deployments, including independent and proactive research on situations in which JRR has been active, in order to assess judicial, legal, political and other developments prior and after JRR activities;
- Support with Monitoring and Evaluation (M&E) of the SGBV and CS Programs and its activities, including by assisting with the compilation, analysis and synthesis of results from evaluations and debriefs;
- Based on such research, draft short narrative descriptions of outcomes of JRR activities and support the development of results-based communications products;
- Update professional contacts and institutional information, including using the SalesForce software;
- Attend and report on events of interest for the JRR NY Office;
- Perform such other related tasks as may be reasonably required.

**Qualifications:**

- At least an undergraduate degree is required - a degree in law, international relations, conflict studies, government, or similar is desirable;
- Fluency in English is a requirement, good knowledge of Spanish, French, Arabic or other languages an asset;
- Strong skills in desk-based research, analysis of information, and writing;

- Highly organized, able to pay close attention to detail, and able to work independently.

**How to Apply:**

To apply, provide: 1) Resume; 2) 1-page letter of motivation explaining why you are interested in this position, and 3) 1-2 page academic writing sample. Email your application content to [f.tronchin@justicerapidresponse.org](mailto:f.tronchin@justicerapidresponse.org) with the subject line "JRR USA Program Associate - \*your name\*". Only shortlisted applicants will be contacted for an interview.

**Background:**

Justice Rapid Response (JRR) is an innovative initiative established by States to improve the ability of the international community to end impunity for genocide, war crimes, crimes against humanity and serious human rights violations. JRR provides a flexible, rapid, and cost-effective means to access relevant, highly specialized investigative expertise in order to assist with fact-finding, inquiries and investigations in situations where violations of international criminal law and serious human rights violations may have occurred. To do this, JRR has created a geographically diverse and gender balanced roster of experts in a wide range of criminal justice and related fields who have specialized expertise in the conduct of international investigations. The experts on the JRR roster can be made rapidly available at the request of States, as well as international institutions with appropriate jurisdiction such as UN entities or the International Criminal Court. Our vision JRR's goal is to ensure that timely, professional, impartial investigations of core international crimes contribute to creating credible deterrence, thus helping post conflict societies avoid sliding back into conflict.