

Dear Colleagues,

Justice Rapid Response (JRR) and the Institute for International Criminal Investigations (IICI) are pleased to inform you of our Call for Nominations for the upcoming JRR Expert Roster recruitment course on *International Criminal Investigations* which will be held from 10 to 15 December 2018 in The Hague, The Netherlands. This course is made possible thanks to the generous contribution of the Government of Canada.

JRR Roster recruitment courses are an integral part of the recruitment process for the JRR Roster. The goal of this course is to increase the pool of experts who are ready to deploy to national, international and regional accountability and transitional justice mechanisms in order to help ensure those bodies have the highly specialized expertise to properly document, investigate, analyze and prosecute international core crimes and serious human rights violations. Previous deployments included support to States, the UN Office of the High Commissioner for Human Rights, UN Commissions of Inquiry and Fact-Finding Missions, the International Criminal Court (ICC), international and hybrid courts, and truth commissions, among others.

This 6-day recruitment course is tailored for criminal justice and related professionals. The course aims to prepare, equip, vet and certify these professionals for investigations of international crimes involving multi-disciplinary, diverse monitoring and investigative teams that can be deployed rapidly and with short reporting deadlines. JRR will take the decision on certification of the participants onto the JRR Roster after the course is completed.

The deadline for nominations is **27th of September 2018, midnight Central European Time.**

We will focus our selection on professionals with the relevant expertise specified in section I of this document, which includes experts who have experience in dealing with international crimes, and who are willing and could be made available for international deployments at short notice. Please find below relevant information on the recruitment course, and the selection process.

We would be very grateful if you could **ensure the distribution of this Call for Nominations to your network and more specifically to any relevant departments, agencies, associated institutions and/or individuals with the expertise listed below.** Our aim is to ensure that the Call for Nominations reaches these experts and their direct supervisors.

Sincerely,



Nina Suomalainen
Executive Director – Justice Rapid Response

I – Who can apply?

As the recruitment course will be held in English, proficient English is a requirement for participation.

Profession	Language skills, in addition to proficient English Level minimum required: proficient (unless marked as “desirable”)	Other combined skills/expertise
Prosecutors	French or Spanish for civil law system; English for common law system	Civil law system experience or common law system experience and ICL experience; experience prosecuting international crimes either at the national or at the international level.
National Criminal Investigators	French or Spanish or Arabic	Civil law system experience and/or ideally experience with international mechanisms and civil society organizations
Forensic Geneticist	French (desirable)	
Forensic Anthropologist	French (mandatory)	Longer term availability for deployments (2-3 months)
Forensic Histopathologist	French (desirable)	
Forensic Odontologist	French (desirable)	
Intelligence/Criminal Analysts	Arabic or Spanish or French or Russian	Experience with truth commissions (desirable) and/or SGBV
Military Analyst	Spanish or French	
Witness Protection Experts	French or Spanish	National & International experience and experience in Global South
Social Anthropologists	Spanish or French or Arabic	Experience with truth commissions and/or national/international investigations, including statement taking. Ideally with diverse international experience (in several countries)
Child Rights Experts	French or Spanish or Arabic	First-hand experience with Monitoring and Reporting Mechanism (MRM)
Reparations Experts	Spanish or French or Arabic	Experience with collective reparations

Eligibility criteria: The primary purpose of this course is to recruit participants who successfully complete the course to the JRR Roster. These **experts should be available for short-term deployments**, upon release by their employers. As a facility that provides surge capacity to the international community, JRR has always aimed to avoid placing on the roster staff from organizations that are current or potential users of its roster. This is to ensure that JRR does not negatively impact the ability of these organizations to carry out their mandates on account of losing vital human resources. For this reason, JRR will not be in a position to accept nominations of regular staff members from some organizations, such as OHCHR. Please note that professionals working as consultants to such organizations remain eligible for nomination.

II – How to apply?

In order to be considered for a JRR recruitment course, experts must be nominated by their current employer. Self-employed experts or independent consultants who, at the time of their application, do not have an employer, should self-nominate. This is done by filling out a **Nomination Form**. This document outlines the employers' understanding that by nominating their expert, they agree in principle to consider releasing that expert for short-term international deployments if requests should arise.

Experts being nominated by their employers, or self-nominating, should follow the procedure described below.

Please download and complete the following documents:

- [The JRR Nomination Form](#), completed and hand-signed by your current employer (or by yourself if you are self-employed or an independent consultant). As rapid deployability of JRR experts in practice requires the agreement of the expert's employer, the Nomination Form must be completed by the employer of the expert, and more specifically by the person who has the authority to release the expert for potential international deployments at short notice.
- [The JRR Supervisor Recommendation Form](#), completed and signed by your current supervisor.
- [The Agreement Form](#), read and signed by yourself.

Please note that you will need to scan and upload these documents when submitting your application through the webform below. All application materials are attached and can also be downloaded from the JRR website.

Please go to the following web-form link to complete your application:

[Personal History Web-form for the JRR Recruitment Course](#)

Please note that a **shortlisting** will be conducted based on your **application summary** that you are asked to draft. Please make sure that your application summary reflects how your experience and expertise is useful for investigations into international crimes.

Incomplete applications cannot be submitted and applications not submitted through the web-form link will not be accepted.

Deadline for all submissions: 27 September 2018 midnight Central European Time. *JRR will regretfully not be able to consider applications received after this date.*

Please note that you need to complete the application process even if you have already applied for a previous course. If you are already certified onto the JRR Expert Roster you cannot apply for an additional course.

Should you have any questions regarding JRR recruitment courses and how to apply, please refer to our [Frequently Asked Questions](#) page before contacting the JRR Secretariat.

III- Selection Criteria

There are 25 positions available for the course. Course participants will be chosen on a competitive basis from the nominations submitted. The selection will be made on the basis of the expertise identified for this course, the needs of the JRR Expert Roster, and the qualifications and experience of the nominees. The need to have a roster reflecting as broad a geographic representation as possible and gender balance will also be taken into consideration.

Please note that a shortlisting will be made based on the application summary. The application summary should reflect how the nominees' experience and expertise is useful for investigations into international core crimes.

Reference checks and interviews may be conducted during the selection process.

Decision on certification: While attendance in all sessions of the recruitment course is a requirement to be considered for certification onto the JRR Expert Roster, certification is not automatic. JRR will take **the decision on certification of the participants after the course is completed, based on the observation and evaluation of participants during the course and the need for their expertise on the JRR Expert Roster.**

For more information about our [certification process](#) please check our website.

IV – About the Course

Course structure - The 6-day roster recruitment course will include modules on JRR and the types of missions that can be expected through JRR deployments; the legal framework on genocide, war crimes, and crimes against humanity; sexual and gender-based crimes and violations; investigation planning and management; approaching victims and witnesses; witness trauma and psychosocial support; interviewing skills and exercises; and security and risk management in the field.

Course costs - While the course is itself free of charge, those employers nominating experts for the roster recruitment course are asked to cover the travel, accommodation and meal expenses of their candidates. Should you wish to submit a nomination but know the expert may require support to cover these expenses, please indicate this in the nomination form. If the nominated expert is selected for the course, we will make every effort to find a sponsor. Please note JRR will only be able to provide sponsorship for participants who are nationals of countries on the DAC list of ODA recipients¹.

N.B. In exchange for the skills the expert acquires during the recruitment course, JRR requests the expert and his/her employer to favorably consider any request for deployment so long as the mission involved is in line with the objectives of the expert and the organization for which he/she works.

¹ For the DAC list for ODA recipients valid for 2018, 2019, and 2020 flows please refer to: https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2018to2020_flows_En.pdf

V – Where to find more information

- Our [Frequently Asked Questions](#),
- Our page dedicated to our [Certification Process](#),
- Our latest [Annual Report's Executive Summary](#),
- Our website www.justicerapidresponse.org.

Should you still have a query, please do not hesitate to contact us directly at roster-recruitment@justicerapidresponse.org or at +41 22 544 29 07.