



**JUSTICE
RAPID
RESPONSE**

Justice Rapid Response is looking for a Communications Officer

(Full-time position based in Geneva – Open-ended contract)

Organization and position within the organization

Justice Rapid Response (JRR) is an intergovernmental initiative that provides trained and rapidly deployable criminal justice and related professionals at the request of the international community to investigate, analyze and report on situations of serious human rights and international criminal law violations. The JRR Secretariat team carries out JRR's activities under the direction of the JRR Executive Director and it is based in Geneva, Switzerland with a liaison office in New York.

The JRR Secretariat is looking for a Communications Officer to lead, manage and implement the communications activities of the organization. The Communications Officer will work under the supervision of the Executive Director and collaborate closely with the Director of Operations and the Public Partnerships and Monitoring and Evaluation team.

Duties and responsibilities

The overall role of the Communications Officer is to plan, manage and implement communications activities of the organization according to its communications strategy.

The tasks of the Communications Officer are to:

1. Lead, plan and carry out the implementation of various aspects of the communications strategy, including preparing an annual agenda for activities for engaging with media and key audiences.
2. Plan and manage the creation and distribution of quality communications material and content, including publications, newsletters, digital and multimedia material as well as the annual report of the organization. Assist the Executive Director in preparing for speaking engagements, media interviews and events.
3. Manage the website of the organization and prepare content updates to provide an informative and user-friendly web-platform to JRR's target audience. Some work will include engaging with contracted personnel.
4. Lead and manage further development of the organization's social media presence in order to distribute digital content, interact with audiences and strengthen external partnerships.
5. Take initiatives in planning and leading the organization of events, in cooperation and coordination with the Public Partnership and programmatic teams.
6. Identify and engage with media and communications-related contacts, including journalists in order to build a network of media contacts for the organization.

7. Advise on further development of the branding of the organization and coordinate its management under the guidance of the Executive Director, including guidelines on visual identity, design and use of logo, and contribute to the review of documentation to ensure coherence in organizational visual identity and agreed messaging.
8. Manage the communications budget in coordination with the Director of Finance and contribute to the outreach and communication activities of project proposals submitted to donors.
9. Explore and propose other innovative ways of presenting the work and impact of the organization through means of communication.

Qualifications

- Several years of professional experience in the field of communications in an organizational or corporate context and proven skills in delivering a wide range of communications activities and products.
- Advanced knowledge and skills in working with media relations, as well as with new media in digital contexts, including digital content preparation and using various digital and web-based tools.
- Excellent and proven communications skills in English, including in speaking and in writing (reports, newsletters, press releases and writing for web). Working knowledge in French and other languages is a strong asset.
- Ability to take initiative, and plan and work independently as well as part of a team and to multitask and manage projects under pressure, adhere to deadlines and be highly organized with attention to detail.
- Proven interpersonal skills and demonstrated experience in interaction with variety of partners and professionals.
- Knowledge or further exposure to international relations, human rights or the multilateral system. Knowledge of international law context is an asset.
- Advanced Degree in communications or international relations, or similar.

Competencies

Professionalism: • Demonstrates professional competence in the field of communications. • Plans own work, takes initiative and shows independent approach, manages conflicting priorities. • Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. • Applies professional judgment in the context of assignments given. • Identifies politically sensitive issues and seeks guidance for their handling if needed. • Shows commitment to the organization and its goals. • Shows flexibility and persistence when faced with problems or challenges. • Demonstrates attention to detail and professionalism in interactions with external actors. • Remains calm in stressful situations.

Communication: • Speaks and writes clearly and effectively. • Listens to others, correctly interprets messages from others and responds appropriately. • Consults colleagues for substantive input to the communication work. • Tailors language, tone, style, and format to match the audience. • Demonstrates openness in sharing information and keeping people informed. • Demonstrates cultural sensitivity and openness.

Planning & Organizing: • Develops clear goals that are consistent with agreed strategies. • Identifies priority activities and assignments; adjusts priorities as required. • Allocates appropriate amount of time and resources for completing work. • Foresees risks and allows for contingencies when planning. • Monitors and adjusts plans and actions as necessary. • Uses time efficiently.

Creativity: • Actively seeks to improve activities or services to reach out to further audiences. • Offers new and different options to solve problems or meet organizational needs. • Thinks outside the box, proposes new ideas and new ways of doing things. • Is not confined to current or traditional approaches to communications.

Teamwork: • Works collaboratively with colleagues to achieve organizational goals. • Solicits input by genuinely valuing others' ideas and expertise. • Is willing to learn from others. • Places team agenda before personal agenda. • Builds consensus with team members for purpose and direction. • Shares credit for team accomplishments and accepts joint responsibility for shortcomings.

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 03 February 2019.

Anticipated Starting date: **in the course of March/April 2019.**

Indicative gross annual salary for this position is 80'000 CHF before taxes.