



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 11 to 15 November 2019 in The Hague, the Netherlands. This course is made possible thanks to the generous contribution of the Korea International Cooperation Agency (KOIKA).

JRR Roster recruitment courses are an integral part of the recruitment process for the JRR Roster. **The goal of this year's course is to increase the pool of experts from global South ODA recipient countries (20 places in the course) and of professionals with IT/digital/database expertise (5 places in the course)**, 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 five-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 decide on certification of participants onto the JRR Roster after the course is completed.

The deadline for nominations is 19 June 2019, 11:59 pm Central European Time.

The selection will focus on professionals from the global South, with 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?

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

Nationals from ODA recipient countries¹		
Profession	Mandatory language skills (at least proficient level) in addition to proficient English	Other combined skills/expertise
Witness Protection Experts	Spanish or French (desirable)	National & international experience and experience in lower-resource contexts
Witness and victim management	Spanish or French (desirable)	
Prosecutor or Judge	French or Spanish or Arabic	Experience with international crimes
Criminal Analyst	Spanish or French	Experience with international criminal tribunals
Military Analyst	Spanish or French	
Criminal Investigator	Spanish or French or Arabic	Experience with International core crimes. National or international experience. Experience investigating SGBV (desirable)
Psychosocial Expert	Spanish or French	Ideally familiar with justice processes
Security Expert	French or Spanish	Experience developing security protocols for courts or TJ mechanisms
Forensic Geneticist	French (desirable)	
Forensic Anthropologist	French	Longer term availability for deployments (2-3 months)
Child Rights Expert	French or Spanish or Arabic	Investigators with experience with children as victims, witnesses or perpetrators. And/or Experts with experience working for MRM.
Anthropologist	Spanish	Experience with working with transitional justice including indigenous communities as victims. IHL and Human Rights violations.
Reparations Expert	Spanish or French or Arabic	Experience with collective reparations
Data-base Expert		Experience with legal work flows /court management
IT Expert		
Open-source Investigator		Experience with digital forensic techniques
Data Analyst		Experience with quantitative and qualitative data

¹ https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2018to2020_flows_En.pdf

Nationals from non-ODA recipient countries²		
Profession	Language skills, in addition to proficient English Level minimum required: <u>proficient</u> (unless marked as “desirable”)	Other combined skills/expertise
Data-base Expert		Experience with legal work flows /court management
IT Expert		
Open-source Investigator		Experience with digital forensic techniques
Data Analyst		Experience with quantitative and qualitative data

Eligibility criteria: The primary purpose of this course is to recruit experts to the JRR Roster. These experts should be available for short-term deployments, upon release by their employers.

Please note that, 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. Professionals working as consultants to such organizations, however, 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.

The application is done by the expert by filling out an online Personal History Form (PHF). A Nomination Form is to be attached to the PHF. 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.

² https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2018to2020_flows_En.pdf

Instructions for nominated and self-nominating experts:

Please follow the procedure below:

1. 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.

2. Please go the [Personal History web-form for the 2019 JRR Recruitment Course](#) to complete your application

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

Incomplete applications or applications that are not submitted through the web form cannot be considered.

Deadline for all submissions: 19 June 2019 - 11:59 pm 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 places 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 that is identified for this year's course (see above), the needs of the JRR Expert Roster, and the qualifications and experience of the nominees. The need to have a roster reflecting a gender balance will also be taken into consideration.

Please note that the goal of this year's course is to increase the pool of experts from ODA recipient countries (20 places in the course) and of professionals with IT/digital/database expertise (5 places in the course). Nationals from non-ODA recipient countries should only apply if they are experts in a field that is mentioned in the relevant table above.

Please note that a shortlisting of candidates will be made based on the application summaries. The application summary should reflect how the nominees' experience and expertise are 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 decide 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 five-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 – The course itself is free of charge. Please note that JRR will only be able to provide sponsorship for travel, accommodation and meal expenses for participants who are nationals of countries on the DAC list of ODA recipients³.

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.

V – Where to find more information

- Our Frequently Asked Questions,
- Our page dedicated to our Certification Process,
- Our latest Annual Report's Executive Summary,

³ 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

- 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.