



**JUSTICE
RAPID
RESPONSE**

Justice Rapid Response is looking for an Operations Assistant

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

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 a liaison office in New York.

The Operations Assistant will be based in the JRR Secretariat in Geneva and will work under the direct supervision of the Head of Roster and Deployment Management Unit.

Duties and Responsibilities

1. In charge of the logistics and documentation of experts' deployments within the Roster and Deployment Management team

- Assisting with the facilitation of the deployment of experts to the field, in collaboration with the experts and JRR colleagues; including:
 - drafting of consulting agreements based on provided templates,
 - organization of transportation within budget, in collaboration with JRR's travel agent
 - registration of deployment with JRR's travel insurance and travel insurance usage tracking
 - drafting of logistical note
 - assisting with all other logistical aspects of the deployment;
- Maintaining records on all on-going deployments including updating relevant JRR tracking documents and records in the roster management system;
- Liaising with the finance department on planned deployments and timelines for payment;
- Ensure accurate documentation required for financial transactions with regards to deployments of experts is received on time, duly completed and filed adequately;
- Assisting with the certification of experts having successfully completed a recruitment course onto the JRR roster;

- Assisting with the implementation of JRR's roster management policies, including by contacting experts for updates, and inputting and updating of data in the JRR roster management system;

2. Office Management

- Managing the general e-mail address of the organization (published on the JRR website) and liaise with experts and other partners to answer their questions about JRR;
- Based on Administrative Standard Operating Procedures (SOPs), organizing all administrative aspects of new staff onboarding and departure (ordering nameplates, access ID cards to the building, business cards, computer setting with IT support company, opening/closing new emails and skype accounts);
- Maintaining the database of corporate passwords and IT equipment inventory with the IT support company.
- Keeping the Administrative SOPs up to date, directly and in collaboration with other staff members involved depending on roles and responsibilities.
- Ordering office supplies as needed.

3. Ad hoc support to other units/staff

- Assisting the Executive Director with the updating of JRR's contact database;
- Supporting the Director of Operations with HR recruitment processes (publication of job announcements, reception, filing of applications etc.);
- Assisting the Director of Operations with the logistical arrangements for the JRR bi-annual executive board meeting, staff meetings and calls (room booking, catering, hotel booking, name tags, communication material etc.);
- Upon request and as necessary, assisting the recruitment and certification unit with logistical arrangements for training courses conducted abroad
- Assisting with other related tasks, as requested by the Roster and Deployment Manager, the Director of Operations or the Executive Director.

Qualifications & work experience

- Completed Secondary Education and Professional Certificate (CFC)
- 1-2 years of work experience in an administrative or operations role, handling a variety of tasks on short deadlines (relevant experience gained by work during studies will be taken into account)

Language skills

- Fluency of written and oral English. Fluency in French is an asset. Competence in one or more of the other official UN languages is considered an asset;
- Strong drafting skills in English (official letters and e-mails). Strong drafting skills in French is an asset. Technical Proficiency
- Strong computer skills and experience with databases (experience with Salesforce is considered an asset).

Skills/ Competencies

Strong organizational and administrative skills: demonstrates ability to plan own work, manage conflicting priorities, shows attention to detail, manages time and resources efficiently, ensures accurate documentation and shows flexibility in adjusting priorities as required by a fast-paced and rapidly changing work environment

Comfortable with working in multi-cultural environments: Demonstrates ability to establish harmonious relationships with all people, both within and outside of the organization

Interest in the field of human rights, transitional justice or international law: shows commitment to the organization and its goals, interest in the advancement of international justice

Professionalism: ability to identify issues, analyze and participate in the resolution of issues/problems; to apply judgment in the context of assignments given; to respect deadlines; to achieve results; to show persistence when faced with difficult problems or challenges; to handle stress; to demonstrate 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 Sunday 16 June 2019.

Anticipated Starting date: **Monday 29 July 2019.**

Indicative gross annual salary for this position is 54'000 CHF before taxes.