Justice Rapid Response is looking for a:

Programme Associate

(Full-time employment – Based in New York)

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 Programme Associate will be a member of JRR’s Civil Society Programme (hereafter “CSP”) and work under the supervision of the Programme Officer and Deployment Adviser. He will also collaborate closely with the CSP and Public Partnerships Officer.

The goal of the CSP is to improve the effectiveness of civil society organizations to engage with justice processes for international crimes & serious human rights violations, including sexual and gender-based violence (SDG 5), and to promote the dignity of victims and survivors, with a child, youth, gender-sensitive and responsive approach.

Duties and responsibilities

1. **Project Implementation**
Contribute to the scoping, planning, budget administration, implementation and reporting phase of specific projects. This includes the monitoring and evaluation of the impact/outcome of the activities.

2. **Deployment Implementation**
Contribute to the organisation of rapid deployment of international justice experts, including by researching contextual and security-related information, preparing briefing packages and reporting on activities and their impact.

3. **Outreach and Partnership**
Identify potential new partners for the programme (mapping and documentation) and in consultation with the CSP and Public Partnerships Officer, reach out to them to find synergies and opportunities for future deployments and collaboration.
4. Public Communication
Identify and proactively report to the CSP and Public Partnerships Officer activities to illustrate the achievements of the programme. Collaborate with the staff in charge of public communication to turn these into communication products (events, updates, blogs, messages for JRR social media accounts etc.). Draft speaking points and briefing notes in preparation for events or meetings.

6. Fundraising
Contribute to identifying set of activities to be funded, draft concept notes for the Programme. Draft narrative segments on Programme activities for interim and final narrative reports to donors.

Qualifications
- Bachelor or equivalent professional degree preferably in international human rights and humanitarian law and transitional justice, political sciences, international relations or related fields of studies;
- Relevant professional experience (preferably with civil society organizations working on monitoring and documenting human rights violations and working in interaction with justice and transitional justice mechanisms);
- Fluency of written and oral English. Competence in one or more of the other official UN languages is an asset;
- Strong computer skills prior experience with Salesforce is an asset.

Competencies
**Professionalism**: ability to identify issues, analyze and participate in the resolution of issues/problems; to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; to show commitment to the organization and its goals; to respect deadlines; to achieve results; to show flexibility and persistence when faced with difficult problems or challenges; to handle stress; to demonstrate attention to detail and 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
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

Please note that only short-listed candidates will be contacted.

**Deadline for applications is March 20th 2020.** Anticipated Starting date: **April 2020**