



JUSTICE RAPID RESPONSE

Justice Rapid Response is looking for a:

Program Associate

(Full time employment – Open-ended Contract – Based in Geneva)

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 liaison offices in New York.

The Program Associate will be a member of JRR's International Justice Programme (hereafter "IJP") and work under the direct supervision of the Head of Programme. The goal of the IJP is to improve the effectiveness of **the international community** to fight impunity for international crimes and serious human rights violations, including Sexual and Gender-Based Violence, and to promote the dignity of victims and survivors, with a child, youth and 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 Head of Programme, reach out to them to find synergies and opportunities for future deployments and collaboration. Represent JRR in events and workshops relevant to the IJP activities and report/track contacts and events' information.

4. Public Communication

Identify and proactively report to the Head of Programme activities to illustrate the achievements of the programme. Collaborate with JR's Communications Officer 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 Head of Programme. Draft narrative segments on Programme activities for interim and final narrative reports to donors.

7. Miscellaneous

Accompany some deployments, outreach and consultation missions when appropriate.

Contribute, in consultation with the Head of Programme, to the recruitment processes (identify and refer new experts for the JRR roster, participate in the vetting of candidates, join some recruitment courses as an observer, contribution to induction briefings etc.);

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;
- 2 years of relevant professional experience (preferably in the context of the International Criminal Court, another international or hybrid tribunal or a body of the United Nations working on human rights issues such as OHCHR).
- Fluency of written and oral English, and either French or Spanish. 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

Swiss or eligible EU citizens, or those with a valid work permit for Switzerland, can apply.

Please send your CV, three references, 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 use the subject line "JRR IJP Program Associate Geneva - *your name*".

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

Deadline for applications is October 18th 2020. Anticipated Starting date: **January 2021**