

**Justice Rapid Response is looking for a:**

**Program Officer**

**(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 a liaison office in New York.

The Program Officer 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 Management*

Be responsible for the implementation of self-contained IJP projects, the scope and size of which will be defined by the Head of Programme. This includes the projects’ scoping, planning, implementation and reporting with a particular focus on the monitoring and evaluation of the impact/outcome of activities. This can include coordination of JRR projects on capacity building sessions/webinars/experts’ meetings on topics of relevance to the IJP.

1. *Child and Youth Rights Thematic Programmes*

Conduct thorough analysis and research of child and youth rights stakeholders, justice processes and projects in fragile settings for the purpose of developing new partnerships and fostering international justice;

Under the supervision of the Head of Programme, be responsible for the implementation of the Child and Youth Rights projects;

Ensure that a children and youth sensitive lens is streamlined across the activities carried out by the IJP by actively supporting IJP team members in this topic;

Support the coordination of, and actively participate in monthly meetings of the Children and Youth Rights focal points, during which the inclusion of this topic in the IJP will be reviewed, evaluated and discussed;

Represent JRR at meetings and evets on Children and Youth Rights and participate in JRR capacity building and policy work initiatives on this topic;

Support the elaboration of Terms of Reference when relevant in relation to child and Youth rights missions;

Coordinate deployments of experts to UNICEF.

1. *Deployment Management and Implementation*

For the deployments falling under their responsibility the Program Officer will:

Under the supervision of the Head of Programme, contribute to the assessment of new inquiries, including researching contextual and security-related information;

Identify JRR experts for deployments and prepare the documentation for the requesting Entity on experts’ profiles;

Initiate, coordinate and contribute to the implementation of the JRR security framework (RISK Form in particular) with the support of the Operations Assistant and the Director of Operations

Work with the requesting Entity through the selection process and with the expert(s) and their employers on availability and release process;

Facilitate communications between all internal and external parties through the administrative and contracting phase as well as throughout the deployment;

Prepare pre-deployment briefing packages on country situations, including research of open source material relating to a deployment;

Monitor and maintain records on the assigned inquiries and deployments including by updating the information in the roster management system as well as providing information for reporting and financial reporting on deployments;

Facilitate the mission by deploying with the experts when appropriate;

Organize the debriefing of experts and ensure the implementation of recommendations made by experts and/or requesting entities;

Take part in coordination calls led by the Senior Deployment Adviser dealing with deployments and ensure continuous communication and coordination with other programmes.

1. *Outreach and Partnership*

Identify potential new partners for the program (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. Document these efforts and contacts in Salesforce.

Under the supervision of the Head of Programme, develop and manage new and existing partnerships with entities falling within the remit of the IJP or third-party organizations with whom JRR could develop joint projects or other forms of partnership.

Represent JRR in events and workshops relevant to the IJP activities, with a specific focus on events relevant to SGBV justice and Child and Youth Rights taking place in Geneva;

Support the engagement of the IJP on Exploitation and Abuse (EA) – with a specific focus on the reporting on IASC meetings in Geneva;

Participate in outreach/scoping missions when required and useful.

1. *Public Communication*

Identify and proactively report to the Head of Programme activities which could be used to illustrate the achievements of the programme. Collaborate with the Communications Officer to turn these into communication products (events, updates, blogs, messages for JRR social media accounts etc.).

Facilitate communications-related work covering activities implemented by the Programme Officer, such as the consultation and coordination with experts and IJP entities, the organization and coordination of events etc.

Draft speaking points and briefing notes for the Head of Programme or other staff in preparation for events or meetings.

1. *Fundraising*

Contribute to identifying set of activities to be funded, and in consultation with the Head of Programme, develop concept notes and eventually full project proposals with the support of the fundraising and finance teams;

Draft narrative segments on Programme activities for interim and final narrative reports to donors.

1. *Miscellaneous*

**Field missions and representation** – Participate in some deployments, outreach and consultation missions as JRR’s representative to keep a sense of field realties and ensure the IJP activities remain current and credible.

**Expert Recruitment** – Support the Head of Programme in the identification of expertise needed for the type of end-user specific to the IJP and contribute, in consultation with the Head of Programme, to the recruitment processes (identify and refer new experts for the roster, participate in the vetting of candidates, join some recruitment courses as an observer, contribution to induction briefings etc.).

**Coordination and information sharing –** Be proactive in sharing information internally about the IJP through direct contacts and using the tools available (Salesforce chatter etc.) and participate actively in formal coordination mechanisms, including the regular meetings on deployments coordination and information sharing.

**Solidarity and mutual support** – Proactively support colleagues in other programs when needed or required, in consultation with the Head of Programme.

**Replacement of Head of Programme** – Step in for the Head of Programme when appropriate and requested by her.

# Qualifications

* Master or equivalent professional degree preferably in international human rights and humanitarian law and transitional justice, political sciences, international relations or related fields of studies;
* 4-5 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](mailto:secretariat@justicerapidresponse.org). Please use the subject line “JRR IJP Program Officer Geneva - \*your name\*”.

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

**Deadline for applications is 5 September 2021.** Preferred starting date: **13 September 2021** (to be agreed upon)