Justice Rapid Response is looking for a:

Programme Officer – JRR Civil Society Programme

(Full time employment – 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 Programme Officer will be a member of JRR’s Civil Society Programme (hereafter “CSP”) and work under the direct supervision of the Head of Programme. The goal of the CSP is to improve the effectiveness of civil society organizations to engage with justice processes for international crimes and 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 Management

Be responsible for the implementation of self-contained CSP projects, the scope and size of which will be defined by the Head of Programme. This includes the scoping, planning, implementation and reporting with a particular focus on the monitoring and evaluation of the impact/outcome of activities.

2. Expert Deployment Management and Implementation

For the deployments falling under their responsibility the Programme 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 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 processes;
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 Advisor dealing with deployments and ensure continuous communication and coordination with other programmes.

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. 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 CSP or third-party organizations with whom JRR could develop joint projects or other forms of partnership.

Represent JRR in events and workshops relevant to CSP activities, with a specific focus on events taking place in Geneva;

Participate in outreach/scoping missions when required and useful.

4. **Public Communication**

Identify and proactively report to the Head of Programme activities that 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 CSP 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.
5. **Fundraising**

Contribute to identifying sets 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.

**Qualifications**

- Masters or equivalent professional degree preferably in international human rights and criminal law and transitional justice, or related fields of studies;
- Min 4 years of relevant professional experience in JRR’s sector of work, preferably in connection with civil society organizations documenting and litigating violations of international crimes and grave human rights violations. Prior experience in capacity building for civil society organizations in this sector;
- Demonstrated experience in proposal writing, project management, including knowledge of “Monitoring and Evaluation”.
- Experience working in countries affected by armed conflicts an asset;
- Fluency of written and oral English, and either Russian or Ukrainian. Competence in one or more of the other official UN languages is an asset;
- 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 CSP Programme Officer Geneva - *your name*”.

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

**Deadline for applications is June 5th 2022.** Preferred starting date: **As soon as possible**