



**JUSTICE  
RAPID  
RESPONSE**

**Justice Rapid Response is seeking to recruit a  
Recruitment & Certification Manager (80%)  
who can also take the lead in various Human Resources projects  
(20%)  
(One full-time position based in Geneva – Open-ended contract)**

**Organization and position within the organization**

Justice Rapid Response (JRR) is an intergovernmental initiative that partners with international, national and civil society actors by providing them with prompt, impartial and professional expertise, tailored to each context, to investigate international crimes and serious human rights violations and to promote the rights and access to justice of victims and survivors. partners with. The JRR Secretariat team carries out JRR's activities under the direction of the JRR Executive Director and it is based in Geneva, Switzerland with an office in New York.

**The Role**

For a large part, JRR's impact and reputation depends on the high-quality of the expertise available on its roster. The selection, vetting, training and recruitment of the experts on JRR's roster is therefore a key function in the organization. To fulfill this role, Justice Rapid Response is looking for an experienced and dedicated professional, who combines a solid experience in human resources and recruitment in the not-for-profit sector, with an understanding of international justice, human rights, or related fields in which JRR operates.

The Recruitment & Certification Manager (hereafter called "R&C Manager") component of the role is responsible for handling the various processes by which new **experts** are recruited, selected, vetted, trained, and certified on the Justice Rapid Response (JRR) expert roster with an aim to keep the roster of the highest professional standards and responding to the needs of the sector, while ensuring a gender- and regional balance. This represents 80% of the workload.

For the Human Resources (HR) Project Lead component of the role, the incumbent will initiate a set of specific HR projects in support of **JRR staff** as outlined in JRR's Strategic Plan (2023 – 2026). This represents 20% of the workload.

The Recruitment & Certification Manager/HR Project Lead is part of the Roster Management Unit and will work under the supervision of the Director of Operations.

JRR offers a highly motivating and flexible work environment – with a cohesive and engaged team of professionals – who share a strong desire to further grow their impact to support access to justice for victims of international crimes and grave human right violations.

## Duties and responsibilities

The tasks of the R&C Manager/HR Project Lead are to:

1. **Lead JRR's roster recruitment activities:** In charge of the recruitment processes by which JRR is keeping its roster of experts relevant, gender-balanced, diverse and of the highest professional standards.
2. **Organization of selection and vetting process:** Responsible for the selection and vetting process of nominated experts. They involve JRR colleagues and experts in the assessment of the technical and behavioural skills of candidates.
3. **Organization of induction and training of new experts:** Coordinates the development, implementation and maintenance of the JRR Induction Programme and ensures that all new experts complete the programme prior to their certification.
4. **Internal Coordination:** Works closely with the Heads of Programme and their teams to understand their needs and ensures that Programme Officers are involved in the roster recruitment processes as relevant. Supports the Roster Manager in Roster Review exercises and provides all necessary information for administering the certification of newly recruited experts on Salesforce.
5. **Partnership Management, Outreach and Representation:** In charge of the management of the partnership with the Institute for International Criminal Investigations (IICI) and other training partners, with the support of the Director of Operations and the Executive Director when required. Coordinates the expansion of the network of organizations, institutes, authorities, and individuals with whom JRR collaborates in the framework of its roster recruitment efforts.
6. **Project design and Reporting:** Defines the set of activities that are to be funded and contributes to the development of concept notes and budgets. Manages grants that are specifically dedicated to roster recruitment efforts and/or HR projects and ensures the delivery and reporting of the project. Contributes to the reporting of organization-wide grants and on core-funding when it comes to roster recruitment activities and HR projects.
7. **As HR Project Lead:** Initiate a set of specific HR projects in support of JRR staff as outlined in JRR's Strategic Plan including, but not limited to, a review of the current terms & conditions of staff after conducting a benchmarking exercise; updating JRR's professional development policy; ensuring JRR's ethics policies continue to be in line with best practices.

## Qualifications

- 8 years of relevant professional experience in the field of Human Resources, with a focus on recruitment, primarily in the not-for-profit sector, with in addition proven skills in delivering on specific HR related projects.
- Experience in constituting rosters; overseeing the development of e-learning modules; conducting benchmarking exercises related to terms & conditions; formulating professional development policies; reviewing performance management systems and ensuring ethics policies are in line with best practices are an asset;
- Knowledge of Swiss employment law and regulations would be an asset;

- Fluency in English, working knowledge in French and/or other languages are strong assets.
- An understanding of international human rights law, justice and accountability for crimes under international law and/or prior working experience in that sector is a strong asset.
- Ability to work independently as well as part of a team and to juggle multiple projects, work under pressure, with low budgets, meet deadlines, and be highly organized with attention to detail.
- Proven interpersonal skills and demonstrated experience in interaction with a variety of partners and professionals from different parts of the world.

### Sought Competencies

- **Creativity:** Actively seeks to improve activities or services including by reaching out to key stakeholders and/or potential new partners and prospective experts.
- **Flexibility:** Comfortable working in highly flexible, decentralized environment in which autonomy, accountability and innovation are supported and valued;
- **Teamwork:** Ability to work in collaboration with colleagues in view of reaching organizational goals; to proactively solicit input and value colleagues' ideas and expertise; to be willing to learn from others; to place team agenda before personal agenda;
- **Planning & Organizing:** Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Able to run all aspects of a project, including planning activities and managing budget;
- **Travel:** This role requires availability and willingness to travel occasionally.

### Application process

For this position only European Free Trade Association (EFTA) and EU nationals, as well as holders of a valid work permit for Switzerland, can be considered.

Please send your CV and a cover letter addressed to Erwin van der Borgh, indicating your availability to the following email address: [jrr\\_recruit@justicerapidresponse.org](mailto:jrr_recruit@justicerapidresponse.org)

Only short-listed candidates will be contacted.

**Deadline for applications is June 5, 2023.**

Starting date: **August/early September, 2023.**

Indicative gross annual salary for this position is 84'000 CHF, commensurate with relevant professional experience.