Justice Rapid Response is seeking to recruit two
National Justice Programme Officers (100%)

4 MONTHS PARENTAL LEAVE COVER

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. 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. For further information, please visit our website http://www.justicerapidresponse.org

The position

Justice Rapid Response is currently looking for two full-time Programme Officers to join our team in Geneva for a period of 4 months (Parental Leave Cover), starting end of October/November 2023. The Programme Officers will be members of Justice Rapid Response’s National Justice Programme (NJP) and will be under the supervision of the NJP Head of Programme.

NJP partners with States that seek to hold perpetrators of international crimes and serious human rights violations accountable or to address such crimes through transitional justice processes. In order to do so, NJP provides highly specialized expertise and tailors the support to every country and mechanism NJP engages with. With NJP’s support, countries maintain ownership of accountability, at international standards. The NJP Programme Officer is responsible for the implementation of the programme strategy and for contributing to reaching the programme objectives and targets as set out in JRR’s Plan of Work. The Programme Officers would cover JRR’s support in for example Guatemala, El Salvador, The Gambia, Maldives, Ukraine and potentially other country situations.

Duties and Responsibilities

Under the supervision of the Head of Programme, the Programme Officers:
- Support the management and implementation of self-contained NJP projects. This includes the scoping, planning, implementation and reporting with a particular focus on the monitoring and evaluation of the impact/outcome of the activities;
- Contribute to the assessment of new inquiries for expertise coming from accountability mechanisms at the national level ("requesting entities"). This will include researching contextual and security-related information;
- Draft terms of reference for deployments in consultation with the requesting entity;
- Identify JRR roster experts for deployments and prepare the documentation for the requesting Entity on experts’ profiles;
- Coordinate and contribute to the implementation of the JRR security framework with the support of the Operations Officer 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;
- Organize the debriefing of experts and ensure the implementation of recommendations made by experts and/or requesting entities;
- Gather monitoring and evaluation data for each deployment;
- Take part in meetings with partners together with the Head of Programme;
- Identify and proactively report to the Head of Programme activities to illustrate the achievements of the programme. Collaborate with the Communications Officer to turn these into communication products (updates, messages for JRR social media accounts etc.).
- Other tasks as may be required to ensure the continuation of NJP activities during the parental leave.

**Qualifications**

- Masters in International Law, Transitional Justice, International Relations or related field.
- Minimum 4 years of relevant professional experience in the field of international, national/transitional justice and/or human rights (strict requirement).
- Fluency in written and oral English. Fluency in French, Spanish or Russian/Ukrainian is an asset.
- Strong research, analytical and drafting skills.
- Strong diplomatic skills.
- Ability to work independently with limited supervision.
- Strong computer skills including working with databases.
**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;

**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 (max 1 page) outlining your interest and indicating your availability to: jrr_recruit@justicerapidresponse.org

Please use the subject line “JRR NJP Parental Leave Cover - *your name*”.

Please note that only shortlisted candidates will be contacted

**Deadline for applications: 17 September 2023**

Anticipated Starting date: End of October/November 2023

Location: Geneva

Indicative gross annual salary for this position is 72’000 CHF, commensurate with relevant professional experience.