



**JUSTICE
RAPID
RESPONSE**

Justice Rapid Response is looking for a Communications and Partnerships Officer

(Full-time position based in Geneva – Open-ended contract)

Organization and position within the organization

Justice Rapid Response (JRR) is an intergovernmental initiative that provides trained and rapidly deployable criminal justice and related professionals at the request of the international community to investigate, analyze and report on situations of serious human rights and international criminal law violations. The JRR Secretariat team carries out JRR's activities under the direction of the JRR Executive Director and it is based in Geneva, Switzerland.

The Role

As a service-oriented organization, JRR must be known for what it can provide to the international community and for its impact. Moreover, Justice Rapid Response can use its unique position at the heart of the human rights and international criminal justice system to engage publicly on trends developing in its sector and to promote access to justice for victims and survivors of international crimes and serious human rights violations. To achieve this, JRR must be able to rely on a solid communication strategy, delivering high-quality communications products.

The role includes also a component of resource mobilization and partnerships development to contribute to the fundraising strategy of JRR and its financial sustainability. This component requires managing reporting deadlines, drafting compelling reports destined to donors and having a good political instinct to engage effectively with JRR's current and prospective donors.

To fulfill this role, JRR is looking for a dedicated professional, who combines experience in communications in the not-for-profit sector, knowledge of international justice, human rights and prior exposure to resource mobilization.

The ideal candidate is someone who shares the values of the organization and is a communication all-rounder who can rely on their creativity and resourcefulness to deliver a wide range of communications activities and products, including events to showcase the work of JRR in hubs like Geneva, New York and The Hague and country situations where JRR operates. JRR is looking for a proactive and autonomous individual, with excellent writing skills in English, who can work collaboratively across the entire organization to expand its visibility.

The Communications and Partnerships Officer (hereafter "the Officer") will work under the supervision of the Executive Director for the communications component of the role (50%) and report to the Public Partnerships and Resource Mobilization Manager for the resource mobilization component (50%).

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 JRR's impact and keep supporting access to justice for victims of international crimes and grave human right violations.

Duties and responsibilities

For the Communications component, the tasks of the Officer are to:

1. Lead, plan and implement JRR's communications strategy, including preparing an annual calendar of activities and events, and for engaging with media and JRR's key audiences.
2. Manage the yearly communications budget in coordination with the Director of Finance and contribute to the outreach and communication activities of project proposals submitted to donors.
3. Plan and manage the creation and dissemination of high-quality communications material and strategic promotional events, including a monthly newsletter, social media content, digital and multimedia material as well as the public annual report of the organization.
4. Managing JRR's website, social media platforms and overall branding of the organization in a coherent and compelling manner.
5. Propose, lead and implement communication component of projects and active grants, including planning, budget management and reporting.
6. Identify and engage with media and communications-related contacts, including journalists to build a network of media contacts for the organization and expand further the visibility of the organization.

For the resource mobilization component, the tasks of the Officer are:

1. Contribute to JRR's fundraising strategy by researching/updating research on current and prospective donors, including States, private foundations and non-traditional donors.
2. Lead on proposals and concept notes for existing and new donors in support of and close coordination with the various Programmes of JRR.
3. Contribute to the drafting, data quality and proofreading of reports for the group of donors under the officer's responsibility.
4. Represent JRR in events and outreach opportunities with selected donors, in coordination with the Partnership and Resource Mobilization Manager and the Executive Director.
5. Assist the Executive Director in preparation of meetings with donors and participation to public events.

Qualifications

- 4-6 years of relevant professional experience in the field of communications in an NGO or corporate context, with proven skills in delivering a wide range of communications activities and products.
- Advanced knowledge and skills in working with the media, as well as with social media and multimedia content creation.
- Mother-tongue fluency in English, including professional standards in press-release writing. Working knowledge in French, Arabic and/or Spanish are strong assets.
- Knowledge in international human rights and international criminal law is a requirement. Prior experience working in that sector is a strong asset.

- Prior exposure to resource mobilization and fundraising with States, multilateral entities (EU), private donors and HNWI 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.
- Proficiency in Microsoft suite, Hootsuite, Trello, Canva, WordPress, Mailchimp, Google Analytics, and Adobe Première.

Sought Competencies

- **Creativity & Autonomy:** Actively seeks to improve activities or services to reach out to further audiences. Is not confined to current or traditional approaches to communications.
- **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;
- **Political sensitivity:** Ability to identify politically sensitive issues and address them accordingly when communicating publicly;
- **Travel:** This role requires availability and willingness to travel occasionally, including field visits and potential hostile environments.

Application process

Grounded in JRR's value of diversity and principles of equality and non-discrimination, the organization encourages applications from qualified candidates of all nationalities and backgrounds. JRR has been granted privileges and immunities by Switzerland in December 2025.

Please send your CV and a motivation letter addressed to Mr. Samuel Emonet and availability to the following email address: jrr_recruit@justicerapidresponse.org

Only short-listed candidates will be contacted.

Deadline for applications is Wednesday May 27th, 2026

Starting date: As soon as possible

Indicative gross annual salary (before taxes and social security contributions) for this position is 72,000 to 90,000 CHF, commensurate with relevant professional experience.