Job Description: Advocacy and Outreach Coordinator

<table>
<thead>
<tr>
<th>Organization name</th>
<th>Syrians for Truth and Justice (STJ)</th>
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<tbody>
<tr>
<td>Job title</td>
<td>Advocacy and Outreach Coordinator</td>
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<tr>
<td>Type of contract</td>
<td>● Full time;</td>
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<td>● 17 months, renewable;</td>
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<td>● Starting on 1 September 2023.</td>
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<td>Location</td>
<td>Erbil- Iraqi Kurdistan</td>
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<td>Reporting to</td>
<td>Executive Director</td>
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About STJ

Syrians for Truth and Justice (STJ) is a Syrian independent, neutral, non-governmental, non-profit Syrian human rights organization. STJ was established in Türkiye in 2015 and later relocated to France in 2019.

STJ uses a network of field researchers in all of Syria even in IDP camps and hard-to-reach civilian centers. STJ’s researchers monitor and report human rights violations that are occurring on the ground. STJ also has an international team of highly experienced human rights experts, lawyers, and journalists; this team is tasked with collecting evidence, monitoring emerging patterns of human rights violations, and providing legal analysis of violations of Syrian and international laws.

Our commitment to monitoring the human rights situation in Syria is driven by the conviction that professional documentation subject to international standards is the first step to uncovering truth and justice in Syria and in the long term will contribute to sustainable peace and transitional justice processes.
Goals of Advocacy and Outreach Department

- Building and developing partnerships with like-minded non-governmental organizations as well as representatives of media bodies and regional and international entities, including the United Nations, the European Union, and the United States Department of State.
- Maintaining cooperation and dialogue with representatives of media bodies and regional and international entities by attending official conferences and meetings along with making interventions on behalf of the Organization.
- Co-writing the Organization's project proposals that aim at enhancing the equal enjoyment of human rights to all Syrian citizens and providing innovative ideas and projects.
- Maintaining coordination with the Project Development Department to ensure the on-time delivery of narrative reports and requirements of the Organization's donors.

Main Responsibilities

1. Building partnerships with like-minded Kurdish, Iraqi, and international non-governmental organizations based in Kurdistan.
2. Represent the Organization officially before local and international bodies when needed.
3. Helping establish a medium to long-term legal presence for STJ in Iraqi Kurdistan.
4. Building an effective network of contacts with all donors in the region, especially those in Kurdistan and Iraq.
5. Coordinating joint campaigns with potential partners and organizing physical events in Kurdistan along with giving press statements and interviews when required.
6. Contributing to the writing and completion of narrative and activity reports in coordination with the Project Development and Grants Department.
7. Contributing to the writing of the Organization’s grants and project proposals, especially those viable in the region.
Essential Requirements

✓ Bachelor’s degree in international relations, political science, international development, or related field.
✓ Minimum of three years’ experience in a similar role in the non-governmental organization sector.
✓ Ability to write professional project proposals and reports – mainly narrative and press reports – in both Arabic and English.
✓ Fluency in written and spoken Arabic and English.
✓ Broad and deep background in the Syrian conflict and in Kurdistan’s domestic laws and regulations.
✓ Good command of Microsoft Office and related software.

Desirable Requirements

▪ A working knowledge of a third language such as French, Kurdish, Persian, or Turkish.
▪ A legal residency in Iraqi Kurdistan.
▪ Willingness to sign a longer-term contract with the Organization.

How to Apply

Please apply by sending an email to careers@stj-sy.org, attaching,

• Updated resume (in English);
• Updated cover letter (in English);
• Two references;
• Recommendation letter and/or recent experience certificate.

Application closes at midnight on 20 August 2023.