

Job Vacancy - Field coordinator

Organization Name:	Syrians for Truth and Justice - STJ www.stj-sy.org
Job title:	Field Coordinator
Type of contract:	Full-time contract
Duration:	36 months (3 Years)
Starting Date:	March 2024
Location:	Northeast Syria
Reporting to:	Program Director and Executive Director

Background:

Syrians for Truth and Justice (STJ) started as an idea in a co-founder's mind while attending the U.S. Middle-East Partnership Initiative's (MEPI) Leaders for Democracy Fellowship program (LDF) in 2015. The idea became a reality and flourished into an independent, non-profit, impartial, non-governmental human rights organization.

STJ's beginnings were more than humble; initially, it only reported stories of Syrians who experienced arbitrary arrest, enforced disappearance, or torture. Planted in fertile soil, the seed of this project grew into an established human rights organization licensed in the Middle East and the European Union. STJ today undertakes to detect and uncover violations of all types committed in all Syrian parts by the various parties to the conflict.

Project Activities:

Coordinate and implement diverse actions to manage, address, oversee, and respond to instances of human rights infringements in Syria/Northeast Syria.

Main responsibilities:

1. Monitor and guide project activities to meet goals and timelines.
2. Develop and manage project plans in collaboration with stakeholders.
3. Track progress and address challenges as they arise.
4. Foster collaboration with partner organizations.
5. Administer distribution of resources for project initiatives.
6. Provide assistance and guidance to recipients.
7. Ensure compliance and effectiveness of resource utilization.
8. Manage project documentation and reporting.
9. Facilitate educational sessions and workshops.
10. Engage stakeholders in advocacy efforts.

Requirements:

1. Bachelor's degree in international law, international relations, political science, international development, or a related field.

2. Minimum of two years' experience in a similar role in the NGO sector.
3. Expertise in managing teams and coordinating between team members from diverse organizations.
4. Fluency in written and spoken Arabic and excellent in English.
5. Ability to travel to Erbil.
6. Capacity to manage a multi-partner project and ensure consistency in project activities.
7. Deep knowledge of the Syrian context and the evolution of the conflict.
8. Broad knowledge of local and international laws applied in Syria.
9. Proficiency in Microsoft Office and related software.

Desirable:

- ✓ Ability to work independently in a small team without direct supervision.
- ✓ Commitment to and awareness of Syrians for Truth and Justice human rights work.
- ✓ Strong planning and organizational skills.
- ✓ Ability to manage a varied and demanding workload.
- ✓ Ability to speak local languages.

How to apply:

Please send your English CV, cover letter, and two references, from your recent work, to careers@stj-sy.org

The deadline for submission is March 10th, 2024.

Note: Only shortlisted candidates who send all requirements will be contacted for interviews.

We thank all applicants for their interest in joining Syrians for Truth and Justice in our mission for human rights advocacy and justice in Syria.