



Job description – International Litigation Research Expert

Organization Name	Syrians for Truth and Justice www.stj-sy.org
Job title	International Litigation Research Expert
Type of contract	<ul style="list-style-type: none"> • Part-Time Consultancy Contract. • Duration: 12 Months with possible two Months extension • Availability: September, 2024.
Location	Remotely, Preferably EU time zone.
Reporting to	Project Manager.

Background

Syrians for Truth and Justice ([STJ](http://www.stj-sy.org)) 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. Today, STJ undertakes to detect and uncover violations of all types committed in all Syrian parts by the various parties to the conflict.

Department purpose

- Advance accountability by building and presenting cases addressing violations of international law and human rights, focusing on the Syrian context.
- Ensure case files are thoroughly researched, well-documented, and strategically presented to international legal bodies.
- Collaborate with legal experts and other Syrian legal organizations and relevant international organizations to build and promote strategic cases.

- Collect and analyze evidence to establish a strong community with legal mechanisms to facilitate access and representation of victims in Syria.

Main responsibilities

1. Compile comprehensive case files adhering to criteria set by relevant working units and donor agreements.
2. Ensure case files include required testimonies, data types, evidence, and collaboration with working units.
3. Coordinate and work closely with the litigation team.
4. Provide strategy recommendations during all stages of investigation, writing, and finalizing cases.
5. Act as a collaborator between the organization and international litigation lawyers.
6. Facilitate communication, including updates, answering questions, and concerns, and strategizing between the litigation team and external parties.
7. Assist in preparing legal submissions for international jurisdiction platforms.
8. Compile, oversee, and direct the quality and relevance of collected evidence, including open-source data, visual evidence, and witness testimonies.
9. Review and analyze evidence to establish links between violations, victims, and perpetrators.
10. Ensure cases align with the organization's standards as demonstrated in previous cases filed to international mechanisms.

Expected deliverables:

1. Submission files prepared in accordance with the donor's agreement and organizational standards, are ready for submission.
2. Develop and deliver a detailed work methodology document to be referenced in building cases.

Requirements

- Minimum of a Master's degree in Law, International Law, Human Rights, or a related field, or equivalent professional experience.
- At least three to five years of experience in international litigation, human rights law, a related field, or a similar role within the NGO sector.
- Strong understanding of international legal standards, submission processes, and available mechanisms or current cases surrounding the Syrian context
- Solid knowledge of the Syrian context and the different relevant levels of analysis

- Excellent analytical, research, and drafting skills.
- Commitment to legal and ethical standards in case building and evidence handling.
- Proficiency in both English and Arabic (reading, speaking, and writing).
- Strong communication and relationship-building skills with various stakeholders.
- Excellent interpersonal skills.
- Legal authorization to work in the place of residency.
- Ability and willingness to work in a small team with minimal supervision when required.
- Command in English and Arabic (Writing, speaking, and reading) is a must

Desirable

- Access to examples of previously published work such as reports, legal briefs, or other relevant documents is preferred.

How to apply

- Send an email with the subject: International Litigation Research Expert - August 2024 to careers@stj-sy.org by **the 31st of August** 2024 with the following requirements:
 - Up-to-date resume.
 - Cover letter.
 - 2 References from a most recent employer.
 - Expected compensation.