

Job Vacancy: Project Coordinator

Organization name:	Centre Vérité et Justice pour le Moyen-Orient/ Syrians for Truth and Justice (STJ)
Job Title:	Project Coordinator
Nature/Type of Contract:	Part-time
Contract Duration:	10 months
Contract Effective Date:	December 2024
Location:	EU Countries – Remotely
Direct Supervisor:	Litigation Manager - Executive Director

▪ About STJ:

Syrians for Truth and Justice ([STJ](#)) is an independent, non-governmental, non-profit Syrian human rights organization working on documenting human rights violations and collecting evidence. STJ was founded in 2016 in Türkiye and moved to France in 2019. STJ focuses on documenting violations of international humanitarian law and international human rights law in Syria committed by all parties to the conflict against victims, regardless of the affiliation of the victims or perpetrators. Furthermore, STJ works in the field of litigation and advocacy at the national and international levels.

Moreover, STJ implements independent projects on various topics of interest to victims and human rights defenders, such as digital security, fact-tracking, civic engagement, providing various types of support to victims, and ensuring inclusive representation in the constitutional and political process in Syria.

- **Main Objective of the Project:**

Empowering a group of Syrian victims and survivors and building their capacity in the field of documentation, evidence collection and strategic litigation, in an effort to contribute to accountability processes in exile.

- **Main Activities of the Project:**

the project's main activities will focus on building the capacity of a selected group of survivors and victims in the EU on documentation, evidence collection, justice avenues, and available international mechanisms, in addition to conducting surveys/questionnaires of potential survivors and victims, analyzing results, and sharing them with relevant stakeholders and international bodies, such as war crime units and international justice mechanisms focused on Syria, utilizing them in litigation efforts in STJ.

- **Tasks and Responsibilities:**

1. Directly supervising the team participating in the project and coordinating all project activities.
2. Ensuring the highest professional standards throughout the implementation of activities, from the first day of the project to its completion.

3. Coordinating with other departments and divisions within STJ to ensure understanding and adherence to the work methodology.
4. Overseeing scheduling and assignment of tasks to ensure all deliverables are achieved on time and within budget.
5. Providing periodic reports (weekly and monthly) to update the project status.
6. Ensuring that activities and final product comply with quality standards and essential requirements of the grant.

▪ **Job Requirements:**

- Bachelor's degree in International Law, International Relations, Human Rights, or any related field.
- Minimum of two years experience in a similar position within the NGO sector.
- Full proficiency in Arabic (reading, speaking and writing) and very good command of English (advanced level of reading, writing and speaking).
- Ability to manage a multi-activity project and ensure consistency in implementing project activities.
- Ability to work remotely, with the possibility of travel and attending in-person meetings within the EU.
- Ability to work hours that align with the core team schedule of STJ (EU).
- Thorough and in-depth knowledge of the Syrian context, its parties, developments of the Syrian conflict, and justice efforts in the EU.
- Knowledge of international laws applicable in Syria, especially those related to the conflict in particular.
- Ability to work in an organized manner within a team according to policies and procedures, and suggest needed improvements.

- Proficiency in Microsoft Office and related software.

- **Preferred Qualifications:**

- ✓ Ability to work independently in a small team without direct supervision.
- ✓ Commitment and awareness of the work carried out by STJ in the field of human rights.
- ✓ Strong planning and organizational skills.
- ✓ Ability to manage diverse and urgent work.

- **How to apply:**

Please submit:

1. Updated CV in Arabic or English.
2. Motivation letter in Arabic or English.
3. 2 references (from one of the organizations recently worked with).
4. Expected salary.
5. Legal status in the EU.

To the email: careers@stj-sy.org

Application deadline: 8 December, 2024.

Note: Only candidates who meet the job vacancy requirements and have submitted all required documents will be contacted.

Syrians for Truth and Justice is committed to the principle of equal opportunities and non-discrimination as a fundamental principle in all aspects of the recruitment process, whether this discrimination is based on race, color, religion, gender, age, disability, marital status, origin, or any other reason.

We thank all applicants interested in joining the STJ team to support its mission to defend the rights of all Syrians.
