
June 2025
CALL FOR APPLICATIONS

Dar Justice

Call for Syria-Based Coordinator

About Dar Justice

[Dar Justice](#) is a UK-based Syrian investigations team that works on in-depth investigations into international crimes committed in Syria with the aim of pursuing both legal and non-legal routes towards accountability. We are hosted by the Syrian British Consortium (SBC, formally registered as SBCoun), a UK-based Syrian advocacy body. SBC is a not-for-profit organisation registered in the UK (company limited by guarantee, No: 11582740).

Dar Justice was awarded the **Judith Lee Stronach Award** for human rights defenders in April 2023 for our [investigation](#) into the August 2012 Daraya massacre. Our investigative and analytical work product has been called upon and/or used within international cases including the [Mzaik v. Syria](#) and [United States v. Sheikh](#) cases. Our investigations have received international media coverage including in [The Guardian](#), [BBC News](#), [Deutsche Welle](#), [De Spiegel](#), and [Aljazeera](#).

The Vacancy

The organisation is seeking a Syria-based coordinator to oversee Dar Justice's Syria-based work. Current priorities include coordination among stakeholders (victim and survivor communities, judicial institutions, lawyers, national institutions), conducting investigative work (assisting with gathering evidence, analysis and case file building), and formal registration of the organisation in Syria. The position's start date is as soon as possible. Training will be provided upon assumption of the role to allow the new employee to settle into the organisation.

The required position will require an estimated 20 hours per week and will run until the end of September 2025, with potential to extend pending funding. Daily rate will be competitive and based upon the locations, skills, and experience of the candidate.

Location: Syria

Rate: Based on Syria-scale salaries

Expected Duties and Responsibilities:

1. Communication and coordination with victim and survivor communities as well as other relevant stakeholders (e.g. government ministries, legal practitioners, trainers, support workers).
2. Support individual and collective efforts by victim and survivor communities to obtain justice.

3. Work with legal and judicial stakeholders to produce a leaflet on how to put forward individual or group criminal complaints.
4. Identify victims and survivors and conduct interviews with their informed consent.
5. Analyse witness interviews.
6. Organise research and analysis findings into evidence matrices.
7. Analyse picture/video/documentary evidence.
8. Represent Dar Justice in meetings, conferences, or events in Syria.
9. Oversee registration process to formally register Dar Justice in Syria.
10. Conduct all work through a virtual platform.
11. Comply with confidentiality and security protocols.
12. Participate in team meetings, initiatives, and development trainings/courses.
13. Assist with monitoring and evaluating the efficacy of programme implementation.
14. Perform other tasks related to the role when requested by the project director.

Person Specifications:

1. Good knowledge and understanding of key issues and dynamics of the Syrian conflict.
2. Basic knowledge of international crimes and how they may have been committed in the Syrian context.
3. Excellent communications skills (written and verbal).
4. High level of interpersonal skills.
5. Strong conceptual and analytical skills and ability to think and operate innovatively, strategically, and proactively.
6. Attention to detail.
7. Ability to work independently and on own initiative.
8. Ability to work on a virtual platform and to comply with confidentiality and security protocols.
9. Time management skills.
10. Ability to work well with others and as part of a team.
11. Commitment to Dar Justice's values and ethos.
12. Flexibility in working hours – ability to work evenings and weekends in some cases as agreed with the project manager.

Qualifications & requirements

1. Demonstrable ability to undertake Expected Duties and Responsibilities and to meet Person Specifications.
2. University degree.
3. Access to reliable and secure internet connection and laptop.
4. Ability to travel throughout Syria as needed (primarily, within Damascus and its suburbs).
5. Good working knowledge of MS Office and Google Drive.
6. Proficiency in Arabic language (reading, speaking, writing).

Desirable

1. Victim-centred interviewing training and experience.

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2. BSc in Law (or degree in a related field with the appropriate job experience).
 3. Experience working with Syrian civil society organisations.
 4. Proficiency in English language (reading, speaking, writing).

How to apply

To apply for the position or for enquiries, please email: investigations@syrianbritish.org with a CV and a cover letter.