



UXO Operations Coordinator

FULL TIME, Damascus

ABOUT Truth Guardians:

Truth Guardians is a non-profit organisation working in Syria and The Netherlands. The Organization is founded by White Helmets members aiming to provide aid to communities and persons recovering from conflicts and disasters; provide support to displaced people; support justice, accountability, rule of law, human rights efforts, and international advocacy and research activities.

Truth Guardians is an equal opportunities employer and applications are actively encouraged from suitably qualified and eligible candidates regardless of sex, race, disability, age, religion or belief, marital status, or pregnancy and maternity.

1. SCOPE OF WORK

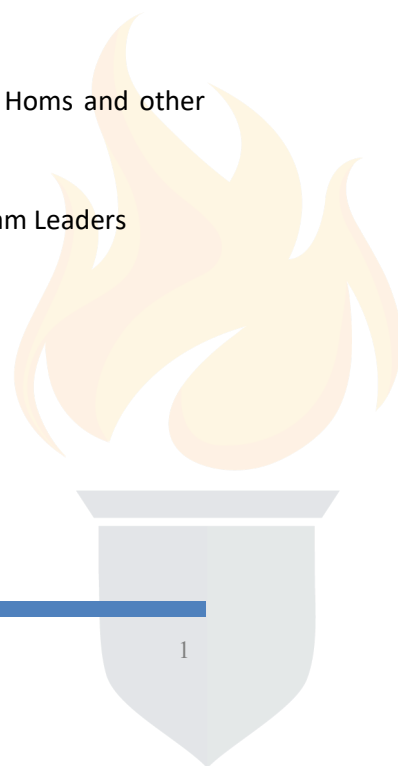
The purpose of this position is to manage and coordinate the work of TG's UXO Technical Survey Teams, ensuring that tasks are carried out efficiently and safely, and to strengthen the systems, procedures, readiness and capacity the teams need to operate effectively. More specifically, the coordinator will:

- Supervise the planning and implementation of Technical Survey Teams' tasks
- Coordinate and oversee team training in liaison with TG-selected training providers
- Support TJP, FRP and CHP program operations
- Ensure continuous risk assessment and safe access to sites
- Progress applicable national registration, accreditation, authorisation and operational-readiness requirements
- Carry out other operations in coordination with the National Mine Action Centre (NMAC)

Throughout the assignment, the coordinator will ensure compliance with safety standards for work in contaminated areas, with IMAS and relevant national procedures.

2. TERMS OF REFERENCE

- **Duty station:** Damascus_Syria (with regular travel to Aleppo and Homs and other approved operational locations as required.)
- **Line manager:** Programme Manager
- **Line management Responsibility:** UXO Technical Survey Teams, Team Leaders
- **Full-time/Part-time:** Full-time





3. Tasks and activities:

3.1 Operational Management

- Coordinate tasking, work plans and deployments across Damascus, Aleppo and Homs, balancing requests from TJP, FRP and CHP against available capacity and approved priorities.
- Supervise team leaders, monitor delivery and maintain oversight of personnel, vehicles, equipment, communications and field readiness.
- Coordinate site access planning and field activities with programme teams and relevant authorities; ensure tasks remain within TG's approved scope and authorisations.
- Maintain practical contingency and rapid-response arrangements proportionate to available resources.

3.2 Team Development and Training

- Identify competency gaps and maintain a training and certification matrix for team members.
- Coordinate training logistics and liaison with selected providers, including NTS and EOD Level 1/2 training where justified and approved.
- Mentor team leaders in task planning, documentation, supervision and consistent application of approved procedures.
- Work with the part-time Technical Coordinator on training priorities, technical content and post-training follow-up.

3.3 Safety, Quality and Technical Compliance

- Ensure approved risk assessments, safe systems of work, reporting and marking procedures are applied before and during field activities.
- Verify that work is undertaken only by suitably competent and authorised personnel, within the limits of approved SOPs and task permissions.
- Exercise delegated authority to suspend unsafe or unauthorised activities; ensure team leaders can stop work immediately when conditions require it.
- Record non-compliance and corrective actions, escalate serious incidents promptly to the FRP Programme Manager and seek qualified technical advice where necessary.
- Support periodic review of field records, SOP implementation and quality arrangements; do not substitute internal reviews for independent QM where required (NMAC/UNMAS).

3.4 Coordination and External Engagement

- Act as TG's routine operational focal point with the NMAC and relevant local stakeholders, subject to TG management approval.
- Coordinate operational and training matters with UNMAS, training providers and other partners as agreed with the FRP Programme Manager.
- Refer specialist questions on standards, accreditation and technical methodology to appropriately qualified advisers, including the part-time Technical Coordinator.

3.5 Readiness, Accreditation and Capability Development

- Maintain and implement a concise Mine Action Readiness and Compliance Roadmap covering registration, accreditation, operational permissions, personnel competency, SOPs, equipment, quality management, information management and reporting.
- Identify dependencies, assign actions and flag decisions requiring management or national-authority approval.
- Coordinate implementation of agreed technical recommendations and support progressive capability development without presuming approval for activities not yet authorised.



3.6 Planning and Reporting

- Maintain a consolidated operational plan and proportionate records of tasking, site assessments, risks, outputs, incidents and corrective actions.
- Provide concise monthly operational updates and inputs to programme, donor and MEAL reporting, using verified data and approved reporting formats.
- Identify material resource constraints and decisions needed from programme management.

4. Key Outputs

- Monthly consolidated operational plan and team readiness update.
- Monthly operational and technical activity summary, including safety concerns and corrective actions.
- Training needs and competency matrix, reviewed quarterly.
- Readiness and compliance roadmap with assigned actions and dependencies, updated quarterly.
- Records of technical reviews, SOP implementation and quality-improvement actions.
- Timely inputs to donor, programme and MEAL reports; immediate escalation of serious incidents.
- Quarterly coordination and technical review with the part-time Technical Coordinator, supplemented by remote advice as needed.

5. Quality and Operating Principles

All work must follow applicable IMAS, national mine action standards and procedures, TG-approved SOPs and the conditions of relevant authorisations. The coordinator will distinguish site risk assessment and access-support activities from formal mine action tasks where applicable.

6. Required qualifications: Education, Experience and Competencies:

- Relevant university degree or equivalent practical experience in mine action, UXO/ERW operations, engineering or a related field.
- At least 3–5 years of relevant UXO/ERW or mine action experience, including supervision or coordination of field teams.
- IMAS EOD Level 3 qualification and demonstrable competence appropriate to the activities to be supervised.
- Working knowledge of IMAS, operational risk management, survey methods, documentation and quality procedures.
- Strong planning, mentoring, communication and stakeholder-coordination skills; experience across dispersed locations is desirable.
- Ability to work in Syria, travel to field locations and communicate effectively with national authorities and programme teams.
- Proficiency in written and spoken English is required. Knowledge of Arabic is preferred;
- Proven high performance in project management and responsibility for project delivery in complex implementation environments;



- Excellent time management, organisation skills, adaptability, and attention to details with a proven ability to manage a team and address competing priorities;
- Strong analytical and reporting skills;
- Good interpersonal skills with the ability to interact professionally with a variety of stakeholders including national and international counterparts, researchers, team members, etc.;
- Highest standards for confidentiality, reliability and discretion;
- Demonstrated commitment to integrity in sharing the Truth Guardians values and ethical standards.

Salary and Benefits

The Organization offers a competitive remuneration package including social security and private health insurance.

How to Apply;

If you are interested in applying for this position, please fill out the application form thorough the [Link](#) through visiting our website and attach your CV and a covering letter explaining your background, suitability for the role and interest in what we do.

Closing date for application: 30 Nov 2026

Only shortlisted applicants who meet the required job qualifications will be contacted.

Please note that due to the urgency of this position we will review the applications regularly and we do reserve the right to close this advertisement early; the closing date will be upon successful recruitment.

Truth Guardians believes in achieving diversity in its workforce by encouraging all qualified applicants, both male and female, to apply for announced vacancies.

Truth Guardians is committed to its employees, ensuring they are not subject to sexual exploitation or abuse in exchange for the services they provide. Additionally, they are responsible for safeguarding children from harm and abuse, ensuring a safe environment for them. The organization strives to create a secure work environment for everyone, free from any form of harassment, harm, exploitation, or misconduct during work that may undermine the dignity and safety of volunteers and employees.

