

TERMS OF REFERENCE

Senior Data Officer - Non-Audio-Visual Materials

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 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.

ABOUT THE ROLE

Truth Guardians is establishing a Documentation and Archiving Team (DAT) in Syria in close collaboration with the National Commission for Transitional Justice (NCTJ). The DAT is being set up under Truth Guardians' Build-Operate-Transfer model: Truth Guardians builds the team, its methodology and its systems, operates them through an initial period, and then transfers the function to the NCTJ.

The DAT will work with two distinct categories of material, : audio-visual material and non-audio-visual material. This role is focused on the latter: written and documentary material, including reports, statements, testimony, orders, registries, correspondence and official records.

Scope of Work

The Senior Data Officer - Non-Audio-Visual Materials (SDO) is the technical lead for the collation, appraisal, analysis, classification and cataloguing of non-audio-visual documentation. The SDO will design and establish the archival methodology for this material, set the standards the Data Officers (DOs), and serve as the substantive point of reference on questions of classification, provenance, chain of custody, sensitivity, and data integrity.

The role is peer to the Senior Data Officer - Audio-Visual Materials. The two posts work as equals and are jointly responsible for ensuring that the DAT's two methodologies interlock: shared vocabulary and coherent cross-referencing and a single, consistent standard of quality across the archive as a whole.

The SDO works closely with the DAT Project Manager, who is responsible for line management of the DOs, work planning, deliverables, reporting, recruitment processes, and training logistics. The Project Manager is not a data analysis specialist: the SDOs lead the substance of the work and provides the technical judgement the Project Manager relies on to plan and report on it.

Because the DAT will transfer to the NCTJ, the SDO also carries responsibility for making the function transferable: documenting decisions and rationale, building the capacity of the DOs, and working alongside NCTJ counterparts throughout, so that the archive can be operated independently after handover.



Terms of Reference

- **Duty station:** Damascus _ Syria
- **Line manager:** Transitional Justice Programme Manager (TJPM)
- **Line management responsibility:** N/A
- **Full-time/Part-time:** Full-time

Tasks and Activities

Methodology and standards

- Design and establish the archival methodology for non-audio-visual material, including appraisal criteria, classification scheme, naming conventions, versioning, and chain-of-custody and provenance requirements.
- Develop the methodology and keep it up-to-date as the collection and the operating context evolve.
- Agree and maintain, jointly with the Senior Data Officer - Audio-Visual Materials, the common terminology and cross-referencing between audio-visual and non-audio-visual data that hold the archive together.
- Ensure the methodology meets recognised archival and documentation standards and is fit for evidentiary, research and commemorative use.

Review, analysis and cataloguing

- Review written documentation (reports, statements, testimony, orders, registries, correspondence and official records) which may contain graphic, violent or otherwise traumatic material.
- Analyse content and accurately tag, label and catalogue it in line with Truth Guardians' methodology, guidelines and standards.
- Aggregate and structure information into coherent groups, categories and collections.
- Understand and record the context and background in which material was created, and assess authenticity, completeness and reliability.
- Undertake analysis of archive data and draft summaries, briefing notes and reports in a range of formats as required.

Technical leadership and quality assurance

- Act as the point of contact and expertise on substantive questions – from Data Officers, Truth Guardians management, NCTJ representatives, and other relevant stakeholders – relating to non-audio-visual archive methodology.
- Set the technical direction for the Data Officers' work on non-audio-visual material and provide the quality assurance, review and sign-off.
- Support the Data Officers in resolving complex or ambiguous cases arising during review and analysis, coordinating with the Programme Manager.
- Provide the Project Manager with the technical input required for work planning, deliverable definition and donor and partner reporting.

Capacity building and transfer

- Contribute technical input to the recruitment of Data Officers, including the design of assessment tasks and participation in interviews.
- Lead on the development of training materials and curricula on the non-audio-visual methodology and deliver training to new and existing team members.
- Work alongside NCTJ counterparts to build national capacity in the methodology, and prepare the documentation, training and technical guidance needed for the archive function to be operated independently following transfer to the NCTJ.



- Maintain a documented record of methodological decisions and their rationale, so that the reasoning behind the archive's structure survives the handover.

Representation and wellbeing

- Represent the project and participate in relevant meetings, workshops and technical exchanges as required.
- Maintain awareness of the psychological impact of working with distressing material, engage with the support provided by Truth Guardians, and be able to raise concerns arising from the work with the specialists made available.
- Uphold the highest standards of confidentiality, data protection and information security in handling sensitive documentation.

Required Qualifications: Education, Experience and Competencies

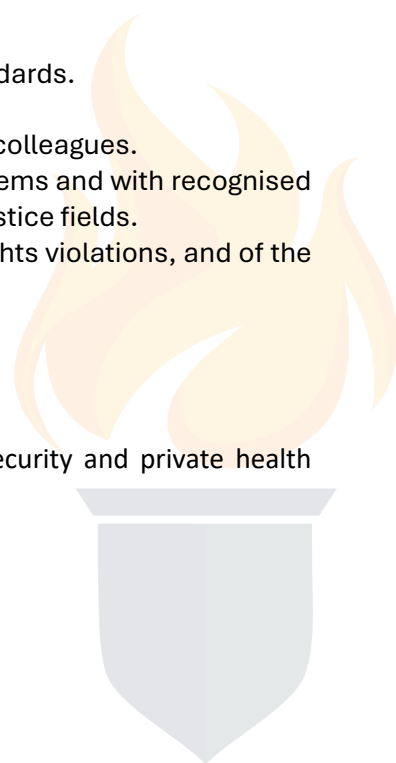
- A minimum of three years' professional experience in the analysis, organisation and cataloguing of written or documentary material in archives, documentation centres, human rights or transitional justice organisations, investigative bodies, libraries, records management or a comparable setting.
- A degree in archival or information science, history, law, social sciences, political science, media, journalism or a related field is an asset rather than a requirement.
- Strong analytical skills and the ability to handle complex and large volumes of information with sound judgement about relevance, sensitivity and reliability.
- Understanding of chain of custody, provenance, and the handling requirements of sensitive documentation, including material that may later be used in accountability processes.
- Knowledge of the Syrian context and of the institutional records and documentation produced within it.
- Ability to perform detailed work with a high degree of accuracy and attention to detail.
- Ability to work collaboratively as a technical equal with a counterpart of the same seniority, and to build consensus on shared standards.
- Excellent communication and interpersonal skills, including the ability to explain technical requirements clearly to non-specialist colleagues.
- Ability to work under stressful conditions and adapt to a changing environment and shifting plans.
- Fluent in Arabic and high level of English, spoken and written.
- High standards of confidentiality, reliability and discretion.
- Integrity, and commitment to Truth Guardians' values and ethical standards.

Desirable

- Experience of training, mentoring or building the technical capacity of colleagues.
- Familiarity with Bayanat software or other evidence management systems and with recognised documentation standards used in the human rights and transitional justice fields.
- Prior experience of working with material relating to serious human rights violations, and of the wellbeing practices associated with it.

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 by clicking on this [Link](#) 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: 15 November 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 organisation 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.

