



Partnership Manager

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.

SCOPE OF WORK

The Partnership Manager will be responsible for institutional support across Truth Guardians programme pillars and for representative engagement with state and non-state stakeholders. In coordination with the Transitional Justice Programme Manager and the Missing Persons Programme Manager, who remain responsible for the subject matter aspects of programmatic implementation, the Partnership Manager will oversee the implementation of auxiliary programme components within main institutional partnerships.

TERMS OF REFERENCE

- **Duty station:** Damascus_Syria
- **Line manager:** Programmes Director
- **Line management Responsibility:** N/A
- **Full-time/Part-time:** Full-time

Tasks and activities:

- Coordinate and oversee the day-to-day operational implementation of auxiliary programme components, particularly within Truth Guardians partnerships with the National Commission for Transitional Justice (NCTJ) and the National Commission for Missing Persons (NCMP), ensuring timely execution of workplans, deliverables, and operational milestones.
- Report to the Programmes Director and maintain close operational coordination with the Transitional Justice Programme Manager and the Missing Persons Programme Manager to ensure coherence in implementation, scheduling, resource allocation, and stakeholder engagement across programme components.
- Serve as the primary operational focal point for coordination with the NCTJ and NCMP, ensuring effective communication, follow-up on decisions, and implementation support.
- In close coordination with the Executive Director, engage in representative functions with external stakeholders, including governmental institutions, non-governmental organisations, donors, international organisations, development partners, consultants, and implementing entities involved in programme delivery.



- Coordinate with internal support functions — including IT, procurement, finance, and operations teams — to facilitate compliant and timely programme implementation, contracting, procurement processes, payments, and deployment of operational resources.
- Monitor implementation progress across programme activities and service providers, ensuring adherence to agreed timelines, budgets, operational procedures, and reporting requirements, while proactively identifying and addressing implementation bottlenecks.
- Oversee the preparation, consolidation, and maintenance of operational documentation, including implementation trackers, progress updates, activity reports, meeting minutes, contractual documentation, and filing systems.
- Support operational risk management and issue resolution by coordinating across internal teams and external stakeholders to address implementation challenges, ensure continuity of activities, and maintain effective programme delivery standards.
- Identify, document, and escalate operational, implementation, coordination, or stakeholder-related challenges to the Transitional Justice Programme Manager, the Missing Persons Programme Manager, and the Programmes Director in a timely manner, including providing analysis, mitigation options, and recommendations to support effective decision-making and continuity of programme delivery.

Required qualifications: Education, Experience and Competencies:

- Advanced university degree in political science, international relations, law, human rights, development studies, conflict studies, or a related field.
- Minimum 3-5 years of progressively responsible experience in partnership management, donor relations, programme coordination, or external engagement within NGOs, international organisations, or civil society initiatives.
- Demonstrated expertise in supporting and overseeing the implementation of complex, multi-stakeholder programmes, including coordination of activities, monitoring progress against workplans, ensuring compliance with donor requirements, and adapting implementation strategies in rapidly evolving contexts.
- Exceptional project management and organizational skills.
- Proficiency in budget management and financial reporting.
- Demonstrated ability to work collaboratively in a team environment.
- Strong analytical and problem-solving skills.
- Diplomacy and solution-oriented thinking.
- Full professional proficiency in **Arabic**, including strong writing and editing skills.
- Professional proficiency in **English**, with the ability to communicate effectively in professional settings and coordinate with Europe-based colleagues.
- Strong organizational and coordination skills; attention to detail and ability to manage multiple priorities.
- Excellent communication and interpersonal skills; ability to liaise respectfully with diverse stakeholders.
- Discretion, professionalism, and sound judgment; ability to handle sensitive information with confidentiality.
- Commitment to human rights principles and transitional justice standards.
- Ability to work effectively under pressure and in complex environments, including remote coordination across locations and time zones.



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 through 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: 31 Oct 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.

