Position:	HR/Admin Officer, Country Office in Syria
Department/Project/Country:	HR /232101/ Syria
Last revised:	11/12/2022
Project number:	232
Line manager:	Country Director
Responsible for line managing:	
Additional reporting line:	

Responsibilities:

General Responsibilities

- Adhere to Norwegian People's Aid (NPA) Global HR Policy for national staff, NPA Country Office in Syria HR policies and procedures, and local and national law.
- Provide day-to-day HR/Admin in various HR functions.
- Advise and assist NPA management on all HR/Admin-related queries, ensuring that national Laws and regulations are fully followed.
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Specific duties

- Lead all recruitment processes by:
  - preparing and publishing job announcements, receiving application forms, contacting applicants and arranging interviews, archiving job announcement documentation, and informing successful and unsuccessful candidates.
  - participate in the interviews, prepare and submit hiring reports, shortlist candidates, and provide NPA management with all hiring documentation. the salary scale;
- Provide organizational information to all newcomers and introduce them to NPA HR policies and procedures, as well as local regulations
- Developing and implementing HR strategies and initiatives aligned with the overall organization strategy
- Bridging management and employee relations by addressing demands, grievances, or other issues.
- Prepare all types of contracts for all NPA local staff (training and employment contracts, as well as short-term engagements), ensuring that all contracts are in line with local Law regulations and NPA policies
- Deliver all HR documentation to the HR/Payroll Officer
- Participate in all internal training, courses, and workshops supported with proper documentation and all records achieved to reflect it on the PDD.
- HR Payroll officer to share all the external training achievements of staff, to be included on the PDD.
- Competency planning and build competencies mapping building and apply it through:

Coordination of all external training related to the development of skills related to the competencies mapping.
Develop programmes that enhance employee relations
Promoting equality, health and good communication within the organization

- Conduct other HR work, related to insurance for local employees, contacts with legal entities, law representatives, lawyers, local partners and the government.

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- Participate in all training, courses and workshops supported with proper documentation and all records achieved.
- Preparing all the ORG announcements and sending them to the concerned employees.
- Preparing and providing all employees with organizational HR/Admin information, ensuring that all HR/Admin matters are shared timely and with all employees in NPA.
- Participate in all disciplinary processes and decision-making and take records of those.
- Provide advice and assistance in developing staff capacity-building plans.
- Coordinate preparation of local HR/Admin procedures and policies ensuring that those are in line with NPA Global HR Policy for national staff and legal Law regulations.
- Provide management with all information related to HR/Admin.
- Constantly follows local Law regulations related to HR/Admin changes and timely inform management on changes.
- Report to superiors any irregularity discovered during regular HR/Admin work and in HR/Admin documentation received.
- support current and future organization needs through the: development, engagement, motivation, and preservation of human capital, modifying the ORG chart.
- collecting the training requirements through the PDD for a program and keeping an eye on it and sharing it with HR Payroll.
- Report to management and provide decision support through HR metrics.
- Support management and managers in decision-making.
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization.
- Nurture a positive working environment.
- Assist with national and international travel arrangements for NPA staff and NPA visitors.
- Coordinate preparation of various types of identification cards, visas, and other registrations for international and national staff.
- Work as a Gender Focal point by participating in:
- Liaise with the local Government authorities.
- Act as NPA's point of contact and facilitator with the NC including but not limited to official correspondence, follow-up, arranging and attending meetings on behalf /or with the managers; lead and coordinating the efforts to receive mine action task orders, and any other related matters.
- Establish contact and liaise with offices at the Governorate level when establishing new projects in governorates where NPA does not work.
- establish key points of contact with government offices at the National and Governorate levels.
- Assist the HR/payroll officer in all his/her functions whenever needed.

Authority/Decisions:

Typical decisions the holder of the position makes

Required qualifications:

Must have:

- University degree/diploma in a relevant HR field (preferably but not exclusively in Law).
- Good knowledge of English and Arabic - both speaking and writing.

• Computer and Microsoft software skills.
Experience:
• Minimum three years of experience within HR . • Minimum two years of experience in managing human resources. • Previous work experience in insecure environments and ability to work effectively under difficult conditions. • INGOs experience is preferred.
Personal Competencies:
• Strong communication and interpersonal skills. • Systematic and organized in approach, including accuracy, consistency, attention to detail, tenacity, and the ability to work under pressure. • Ability to meet deadlines and work calmly under pressure with limited supervision. • Excellent health.
Additional Considerations:
The Administration/HR Officer is to abide by the policies and personal code of conduct set by the NPA and represent the organization loyally and responsibly. Any other task or duty as assigned by the line manager. The Job Description will be regularly reviewed by the line manager.

Approved, read and understood:

Date/Place: _____ Line Manager: _____

Date/Place: _____ Employee: _____

We will review CVs and interview candidates in advance of the closing date. For this reason, interested candidates are asked to submit their applications as soon as possible.

How to apply

Dear Applicant, to apply for this Vacancy, please click on the below link and fill the NPA Syria-Application form. (Use VPN)

HR Admin Officer