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## **NRC in Syria**

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

### **Role Specific Information**

The purpose of the HR/ Admin Coordinator is to implement NRC's HR systems and procedures for the AO. The HR/ Admin Coordinator works under guidance of the Area Manager to fulfil the objectives in accordance with NRC's mandate and country specific strategy as well provide support to admin related issues at the area office. The main objective for the coordinator is to manage and develop the Human Resource team, facilitate growth in staff, and ensure high quality performance management throughout the office in compliance with NRC's policies and procedures.

- Line manage, train and develop the capacity of the HR and admin team on a day to day basis
- Coordinate policy and objectives with HR colleagues in the Country Office
- Ensure adherence to national labour law in all HR processes and procedures
- Advice and mediate in disagreements or conflicts between staff members
- Coordinate with relevant partners, as: lawyers, (local) authorities and suppliers when necessary on HR related subjects
- Share regular payroll updates and transactions with the HR Country office to ensure accurate calculations of allowances, deductions, and benefit schemes as per the set Terms of Employment; and conduct proper analysis adding any recommendations for adjustments or improvements
- Actively coordinate on and advocate for NRC's duty of care standards to NRC staff in the area office
- Ensure implementation of the recruitment procedures and manage the entire process of national staff recruitment up to grade 7 at area office level. Initiate and support CO with higher-level recruitment processes.
- Responsible to ensure that the end of assignment procedures for staff are implemented at the area office (Debriefs, Exit Procedures/checklists, final clearance etc).
- Coordinate contingent workers recruitment, inductions, exit procedures for the Area Office.
- Follow up on all related personnel management, staff database, access control, attendance, leave balances, and documentation to ensure compliance of filing using hard copy personnel files and e-filing

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- Promote and ensure high quality follow up to NRC's Performance Management Cycle, and provide policy and follow up on staff development, e.g. facilitate capacity building, career advancement and training for national staff
- Follow up on allegations and/or breaches and misconduct of staff. Conduct needed assessments and investigations for respective cases and Implement NRC disciplinary measure procedures and take actions as appropriate and approved by the management.
- Responsible to support the area management to create and implement the area level learning and development plans and produce L&D reports and trackers for mandatory courses.
- Support with facilitating training sessions on mandatory trainings and capacity building activities to line managers, staff, and HR focal points in the Area Office on topics related to HR operational processes and systems.
- Responsible for conducting field visits to all related sub offices to conduct spot checks, attend related meetings, follow up on various matters and address concerns.

**Admin:**

- Oversee and support all administrative duties in area office and guesthouses to ensure that office is operating smoothly and manage maintenance
- Review monthly reports: trackers (premises, electricity, water, landlines, kitchen supplies) and narrative report (e.g. LDR)
- Oversee management, maintenance, and distribution of admin stock in the warehouse
- Ensure all supporting documents are archived as per NRC's standard supporting documentation procedures.
- Arrange for staff and visitor's visit to area office (flight bookings, transport and accommodations)
- Develop and maintain internal and external cleanliness standards of the office premises to ensure a good working environment.

**Our Ideal Candidate**

1. A minimum of 3 years of experience in the HR field in the humanitarian sector
2. Bachelor's degree in human resources, business administration, social studies, or other related discipline.
3. Experience from working as HR in a humanitarian/recovery context
4. Previous experience from working in complex and volatile contexts
5. Documented results related to the position's responsibilities
6. Proven knowledge and experience in leadership positions and team management
7. Previous experience in payroll calculations and administration
8. Fluency in Arabic and English, both written and verbal



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### **Additional Information**

Contract period: Till end Of June 2026, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: Aleppo, NWS Office

**To apply for this Vacancy, please copy below link:**

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