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## HR Officer Talent Acquisition (NOA) (Damascus) OA007-2024

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-  Fully Present
-  Damascus, Syria, The Arab Republic
-  Full time
-  Posted 3 Days Ago
-  JR102496

### DEADLINE FOR APPLICATIONS

22 July 2024-23:59-GMT+03:00 Eastern European Time (Damascus)

*WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.*

Are you interested in further developing your professional experience while contributing to ending global hunger? Are you passionate about helping those in need? Would you like to join a global organization investing in its people?

If so, an exciting & fulfilling career awaits you!!! Join our diverse and passionate team that works on varied and international projects directly contributing to saving & changing millions of lives around the globe.

### ABOUT WFP

The United Nations World Food Programme (WFP), a highly prestigious, reputable & world's largest humanitarian organization, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters and the impact of climate change.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

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- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the **Terms and Conditions** section of this vacancy announcement).

## TERMS AND CONDITIONS

**Contract Type:** Fixed term

**Grade:** National Officer /NOA

**Duration:** 12 months

**Duty Station:** Damascus, Syria

Only Syrian Nationals are eligible to apply for this position.

Fixed-Term appointments are for a continuous period of one year or more and shall have a specified expiration date. The initial appointment is subject to a probationary period of one year.

WFP's compensation and benefits package aligns with ICSC standards (<http://icsc.un.org>). It includes basic salary, post adjustment, relocation entitlement, visa, travel and shipment allowances, 30 days' annual leave, home leave, an education grant for dependent children, a pension plan, and medical insurance.

## ORGANIZATIONAL CONTEXT

Over more than a decade, Syria has faced a relentless crisis that has driven hunger and humanitarian needs to unprecedented heights. The convergence of ongoing insecurity, widespread displacement, economic deterioration, infrastructural damage, and inadequate basic services has severely heightened vulnerability among men, women, and children. According to the 2023 Humanitarian Needs Overview (HNO), a staggering 12.9 million people, or 55% of the population, are food insecure, including 3.1 million facing severe food insecurity. Additionally, 2.6 million people are at imminent risk of becoming food insecure. In today's Syria, the minimum wage can only afford a fifth of a family's food needs.

In this dire context, the presence of the World Food Programme (WFP) remains vital. Under its current Country Strategic Plan (2022-2025), WFP continues to provide life-saving and transformative assistance through emergency and targeted food assistance, nutritional support for vulnerable women, girls, and children, early recovery efforts, school feeding programmes, and support for humanitarian partners. Additionally, WFP is innovating service delivery mechanisms to ensure additional transparency and accountability to the communities it serves. Faced with reduced funding, WFP is transitioning to a prioritized assistance framework and seeks energetic, self-driven, and passionate individuals to support its vision of an agile, responsive, and above all person-centric operation.

## JOB PURPOSE

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## KEY ACCOUNTABILITIES (not all-inclusive, within delegated authority):

- Contribute towards the development of country specific plans and processes, and deliver HR operational activities or projects, following standard processes and ensuring alignment with wider WFP policies.
- Shape and enhance processes to ensure effective and streamlined talent acquisition strategies putting forward simplifications to contribute to process efficiencies and improvements with the aim of ensuring timely returns.
- Manage the HR talent acquisition team, acting as a mentor and guiding more junior staff.
- Responsible for full cycle recruitments for national positions ensuring transparency, consistency and adherence to HR framework and policies.
- Research availability of diverse talent pools focusing on gender, disability inclusion, to ensure diversity across the operation.
- Engage and partner with managers to understand their specific functional staffing needs and implement solutions to meet these needs, following standard processes and ensuring alignment with wider WFP policies.
- Articulate WFP's employee value proposition to enhance visibility and reputation in key sourcing channels by carrying out impactful and targeted employer branding activities.
- Build partnerships, develop and maintain strong relationships that include outreach to schools, institutions of higher learning, target diversity organizations, professional associations and other recruiting sources to ensure sourcing produces a strong talent pipeline.
- Contribute to preparation of a regular, accurate reports (i.e, a dynamic dashboard) on talent acquisition activities that enable informed decision-making and consistent information for stakeholders.
- Act as a point of contact for all recruitment related matters for both hiring managers and staff.
- Contribute to staff capability building, working with managers to understand individual skills and business requirements, and organizing/delivering development solutions which equip people with the skills and knowledge required to meet current and future challenges.
- Coordinate internal and external communications with stakeholders and applicants to ensure transparency of processes and act as a focal point for recruitment related queries.
- Other duties as required.

## DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has provided direction and instruction to more junior staff members within area of expertise
- Has gained extensive experience providing administrative and systems support across multiple activities in employment life cycle including: recruitment, interviews, training support, and performance management within a country office environment.
- Has had exposure to supervisory responsibilities in previous experiences.
- Experience in sourcing and recruiting hard-to-fill profiles.
- Experience working as part of a multicultural and diverse team.
- Experience in partnering with senior management and managers is desirable.

## QUALIFICATIONS AND EXPERIENCE

### Education

- Master's degree in Human Resource Management, Public or Business Administration, Industrial Psychology or other relevant field, or Bachelor's degree with additional years of related work

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international humanitarian development.

- With Bachelor's: at least three (3) years of professional experience in Human Resources with strong experience in recruitment/selection and talent acquisition and with an interest in international humanitarian development.

## Knowledge and Skills

- Demonstrated success developing and deploying creative, effective candidate pipeline development methodologies and effective outreach strategies.
- Ability to leverage social media to connect with diverse community to do Employer Branding and recruitment market.
- Knowledge of the Syrian employment Market.
- Knowledge of Talent Acquisition best practices – latest trends (Sourcing, EVP, Selection methodologies, Onboarding, Retention, etc).
- Customer Orientation at any times and very proficient communication skills (verbal – written).
- Ability to transfer knowledge, best practices to colleagues in a context-relevant and credible way.
- Strong analytical – reporting skills to compile, maintain, analyze and prepare strong people reports to draw some (initial) conclusions and help key stakeholders make some informed decisions.
- Curiosity to learn, challenge the status quo and positive drive.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Knowledgeable of online recruitment platforms and recruitment systems.

## Language:

- Fluency (level C) in spoken and written English and Arabic languages.

## WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

## REASONABLE ACCOMMODATION

WFP is dedicated to fostering diversity, equity, and inclusion. Our recruitment process is inclusively crafted to welcome candidates of all backgrounds, celebrating diversity and ensuring a respectful environment for all. We aim for an accessible and fair recruitment journey. Should you need any reasonable accommodations or have accessibility concerns, please reach out to us confidentially at [global.inclusion@wfp.org](mailto:global.inclusion@wfp.org). Our DEI team is here to ensure your full participation in our recruitment process.

## NO FEE DISCLAIMER

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

## REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION