Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: HR and Administration Assistant

Contract type: Full-time.

Duty Station: Syria (Raqqa).

Number of Vacancies: 1.

Application Closing Date: November 10, 2026, 4:00 PM.

JOB SUMMARY

The Assistant, Country HR and Administration provides generalist HR and Administrative support for the HR department. S/he will be responsible for providing support with day-to-day HR operational management.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

MAIN TASKS AND RESPONSIBILITIES

The applicability of each duty and responsibility may vary depending on (1) the country's program projects implementation and (2) its staffing management.

The country program projects implementation could be for (1) an emergency response domestically or internationally or (2) existing development projects internationally.

HR Generalist support

- Assist in data collection in support of development of HR policies and procedures.
- Conduct regular field travel to field offices to support specific HR assignments.
- Support the recruitment process through participating in longlisting, contacting candidates, scheduling interviews and other related assignments as necessary.
- Arrange and support orientation for new staff; collaborate and coordinate with other departments to provide an engaging and welcoming orientation.
- Assist the employee separation process and maintain separation documents in employee file.
- Assist in maintaining staff contact lists, and information flow lines on regular basis.
- Assist in preparation of employee contracts, and ensuring other mandatory documents are signed and filed.
- Provide support for travel of staff (itinerary, ticketing)
- Ensure that all the personnel files (both hard copy and electronic) are kept in safe custody and are updated on a regular basis.
- Support collecting and following up on performance reviews to ensure they are processed timely and filed.
- Assist in preparing monthly payroll and related documents and ensure information is kept properly.
- Support in collection of necessary documentation for processing statutory payments.

Admin support:

- Follow up on progress with visa applications/ immigration clearance procedures for international staff.
- Liaise with facilities staff to ensure office and Guesthouse cleanliness
- Support with scanning and photocopying documents as necessary
- Prepare PRs for office and Guesthouse supplies

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily comprehensive.

MINIMUM QUALIFICATIONS

- Typically, a Diploma in a related area. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, one year or more of HR support experience
- Previous experience with International Medical Corps is a plus
- Knowledgeable in the local labor laws
- Excellent Interpersonal and communication skills
- Patience, perseverance, proactive, self-motivated and ability to work in stressful environment
- Ability to take initiative, and willingness to take on new responsibilities
- High degree of professionalism and strong work ethic
- Ability to prioritize work and multi-task in a fast- paced environment with shifting priorities
- Capacity to work both independently and as a member of a team.
- Ability to select and compile data for correspondence or reports
- Ability to meet schedules and deadlines of the work area
- Fluency in written and spoken language as required
- Knowledge of main computer applications (Microsoft Office Applications)

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in

good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.
International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.
If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com
Please do not submit your CV or application to this website; it will not be considered for review.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY.
This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

➢ **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

HR Admin Assistant-Raqqa -HRAA10112026

Alternatively, scan the following QR code by your mobile camera: