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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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idlib, Hassakeh, Qamishli and Raqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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**

- Implement NRC's HR systems and procedures at country level
- Ensure adherence to NRC policies and the national labor law in all processes and procedures
- Coordinate staff recruitment, inductions and trainings
- Support line managers in the implementation of HR processes
- Provide technical support to the field HR focal points, ensuring proper supervision, training and development of HR team at area & field level
- Coordinate with relevant partners, authorities, lawyers, etc.
- Prepare and submit periodic and monthly reports and analysis as appropriate and needed
- Ensure that staff records in all offices are up to date and filed appropriately
- Ensure standardization and compliance of HR processes among all offices
- Advise in personnel conflicts/ processes when relevant

Please download the detailed [job description](#) to learn more about the position

### **Our Ideal Candidate**

- Minimum 3 years of experience as an HR generalist in a humanitarian/recovery context
- Bachelor's degree in business administration or any related field required
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Experience working in Learning & Development
- Experience in managing HR team
- Significant experience in strategic recruitment and implementing initiatives to attract candidates
- Significant experience advising or supporting change management processes
- Knowledge of National Labour and Social Security laws
- Proven experience of analysing HR data and report writing, ensuring accurate data
- Demonstrated ability to communicate effectively with peers and colleagues
- Demonstrated ability to build trust
- Demonstrated ability in managing performance and development to optimise results

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- Empowering and building trust
  - Knowledge about own leadership skills/profile, ability to be able to self-reflect
  - Fluency in Arabic and English, both written and verbal

### **Additional Information**

- Duty station: Country Office - Damascus
- Contract: Till the end of Dec 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 7 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered.**
- The application deadline is **14 April 2026.**

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

[https://23109900.webcruiter.no/Main/Recruit/Public/5106722130?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/5106722130?link_source_id=0)