



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Senior officer , country HR generalist

Contract type: Full time

Duty Station: Damascus Main Office .

Number of Vacancies: 1.

Application Closing Date: August 31 ,2026, 4:00PM.

1 .JOB SUMMARY

The Senior Officer, Country HR provides generalist Human Resource support for the HR department. He/she will be responsible for HR operational management of key HR functions including Talent Acquisition, Staff Relations and Administration support, and Performance Management support etc.

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 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.

The staffing management will be applicable according to International Medical Corps proposal activities and its current representation in country. The duties below are representative of the general scope for this job profile and will be applicable accordingly for staff management of (1) national staff only, or (2) international staff only, or (3) both national and international staff

HR AND ADMINISTRATION MANAGEMENT

- Participate in reviewing national staff policies and recommend changes/additions/deletions to the HR & Administration Manager.
- Provide support to program and operations staff in interpretation of HR policies and procedures and provide technical support on HR issues, as directed by supervisor.
- Work with HR & Administration Management on implementation of strategic planning of the department.
- Conduct regular field travel to project offices ensure proper implementation of human resources procedures and assist/support managers in their needs.

- Maintains compensation databases and ensures employment records are properly maintained in the HR systems (CostPoint, Local HR system)
- Facilitate the recruitment process and advise the hiring manager on each recruitment stage and prepare regular recruitment tracking reports.
- Ensure that the recruitment process is fair and transparent and in line with IMC HR policies and procedures.
- Ensure proper orientation for all new staff; collaborate and coordinate with other departments to provide an engaging and welcoming orientation.
- Advise and facilitate employee separation process and maintain separation documents in employee file.
- Assist in updating organograms, maintaining contact lists, and information flow lines regularly.
- Assist in preparation of employee contracts, and other mandatory documents are signed and filed.
- Assist in writing personnel letters as required (transfer, Promotion, increment, acceptance of resignation and others).
- Assist in preparation of separation / terminal benefits.
- Assist HR Management to do periodic turnover analysis.
- Coordinate travel of international staff (itinerary, ticketing)
- Ensure that all the personnel files are kept in safe custody and are updated on a regular basis. Also, ensure that the required documents are uploaded on shared cloud system (Office 365).
- Support HR Management to ensure that performance reviews are processed timely and filed.
- Supports country program supervisors and staff in the goal setting, end of probation or annual performance reviews ensuring proper documentation of performance appraisals.
- Supports country program supervisors to identify training needs or performance gaps of staff.
- Support the audit and compliance process and provide the documentation after reviewed by HR Management.
- In collaboration with supervisor, liaise with the Certified Public Accountant for the NSSF and Income tax payment schedules

MINIMUM QUALIFICATIONS

- Typically, bachelor's degree in medicine, nursing, public health, or related field, or equivalent combination of education and experience.
- Minimum of three years of experience in health program management in humanitarian settings, preferably with an international NGO.
- Knowledge of the humanitarian principles, standards, and coordination mechanisms, as well as the health sector policies, guidelines, and protocols in the country of operation
- Excellent communication, interpersonal, and leadership skills, with the ability to work effectively with diverse teams and stakeholders.
- Strong organizational, problem-solving, and decision-making skills, with the ability to prioritize and multitask in a dynamic and complex environment.
- Good user of MS Office, mainly MS Word, MS Excel, and MS PowerPoint.

Admin support:

- Organize visa applications/ immigration clearance procedures for international staff as necessary.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level .

MINIMUM QUALIFICATIONS

- Typically, a bachelor's degree in related area. A degree in HR management is preferable. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 5+ years' experience as a HR generalist
- Previous experience with International Medical Corps is a plus
- Knowledge of local labor laws
- Experience with human resource information system would be an added advantage
- Knowledge of principles and procedures for staff recruitment, selection, training, compensation and benefits, job design, labor relations and negotiation, and Human Resources Information Systems.
- Knowledge and understanding of local employment standards

- Strong MS office and the ability to use technology to collaborate
- Good conflict management skills
- Excellent communication and interpersonal skills.
- Excellent planning and organizing skills.
- Ability to work effectively and collaborate with others
- Ability to maintain confidentiality and foster trust and respect.
- Self-motivated, highly organized and detail oriented.
- Flexible, comfortable with deadlines and able to work well under pressure.
- Ability to perform multi-tasking.

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.

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

Damascus-Main Office :

<https://enketo.ona.io/x/v7LZEZgi>