



JOB TITLE : HR OFFICER , BASED IN DAMASCUS

DEADLINE : 31 March 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 3 MONTHS

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: DAMASCUS

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

GENERAL OBJECTIVE

The HR Officer supports the effective implementation of HR functions across the mission, with a primary focus on performance management, staff development, and training, while providing .operational HR support in recruitment, onboarding, and contract management

The role contributes to strengthening HR quality, consistency, and compliance across departments, in coordination with the HR team.

RESPONSIBILITIES AND TASKS

1- Performance Management & Staff Development

- Coordinate and support the implementation of the annual performance appraisal cycle in line with organizational policies and timelines.
- Support managers and supervisors in understanding performance appraisal tools, objectives setting, and evaluation processes.
- Monitor completion, quality, and follow-up of performance evaluations and maintain accurate records.
- Identify performance gaps and development needs in coordination with departments and HR Manager.
- Integration of performance appraisal outcomes into training and development plans.

2- Training & Capacity Building

- Identification of training needs in coordination with department heads and HR Manager.
- Contribute to the preparation and follow-up of annual and ad-hoc training plans.
- Coordinate logistics and administrative arrangements for internal and external training activities.
- Preparation of training documentation (TORs, PRs, attendance sheets, evaluation forms).

- Collect, consolidate, and archive training reports, evaluations, and attendance records.
- Maintain updated training records for staff and ensure proper filing for audit purposes.

3- Recruitment & Onboarding

- Support recruitment processes in coordination with the recruitment focal point and HR Manager.
- Assist in vacancy announcements, CV screening coordination, and scheduling of tests and interviews.
- Support onboarding and induction processes for new hires, including orientation sessions and coordination with relevant departments.
- Ensure recruitment and onboarding documentation is properly completed, filed, and archived

4- Contracts & Personnel Administration

- Support the preparation, follow-up, and filing of employment contracts, contract amendments, and renewals in coordination with the HR team.
- Monitor contract expiry dates and support timely follow-up with relevant stakeholders.
- Support the maintenance of personnel files (hard and soft copies) in line with internal procedures and audit requirements.
- Ensure HR documentation is properly organized, updated, and accessible.

5- HR Operations & Coordination

- Coordinate closely with HR Officers responsible for payroll, administration, and recruitment to ensure data consistency.
- Support HR data accuracy within HR systems and tracking tools.
- Contribute to HR reporting, audits, and compliance-related tasks as required.

6- Compliance & Quality Assurance

- Ensure HR activities are implemented in compliance with internal HR policies, donor requirements, and local labor regulations.
- Support HR documentation preparation for internal and external audits.
- Identify gaps or risks related to HR processes and escalate them to the HR Manager.

7- Staff Well-being, HR Analysis & Reporting

- Support the implementation of staff well-being initiatives in coordination with the HR Manager, including follow-up on staff feedback, concerns, and general workplace well-being indicators.
- Contribute to the collection and consolidation of staff-related data (attendance, turnover, training participation, performance cycles) for HR monitoring purposes.
- Support the preparation of basic HR reports and dashboards to inform HR planning and decision-making.
- Assist in analyzing HR trends and identifying potential risks or improvement areas related to staff retention, performance, and development.
- Support the organization and documentation of staff surveys, feedback mechanisms, and well-being related data, as required.

- Contribute to continuous improvement of HR processes through data-based observations and recommendations.
 - *The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The employee could be requested to perform other tasks as his/her line manager may judge necessary.*

- **Education & Training:**
Bachelor's degree in business administration, Human Resources or Law or any relevant field .

- **Professional Experiences:**
 - Minimum 4 years' experience in similar HR position.
 - Solid understanding of core HR functions, with particular exposure to performance management and training.
 - Good knowledge of Syrian labor laws and HR administrative practices.
 - Very good command of English (written and spoken).

- **Knowledge and Skills**
 - Honest and trustworthy
 - Excellent communication skills
 - Knowledge of humanitarian actors
 - Accurate/Attention to Details

- **Computer Skills:** professional level in using MS Office (including Word, Excel, Outlook, PowerPoint), Visio, Proficient user of HR Software.

- **Technical skills:**
 - Strong organizational and time management skills.
 - Ability to manage multiple HR functions simultaneously and prioritize effectively.
 - High attention to detail and strong documentation skills.
 - Excellent communication and interpersonal skills.
 - Ability to work collaboratively within an HR team.
 - Integrity, confidentiality, and professional ethics

Dear Applicant,

To apply for this Vacancy, please click on the below link:

https://docs.google.com/forms/d/e/1FAIpQLSfE87hG-KRR9CYpCbWSpUTS3IOiLiT3H_3Ojehm1_La3HoSJg/viewform?usp=dialog

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities

If the link above does not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.