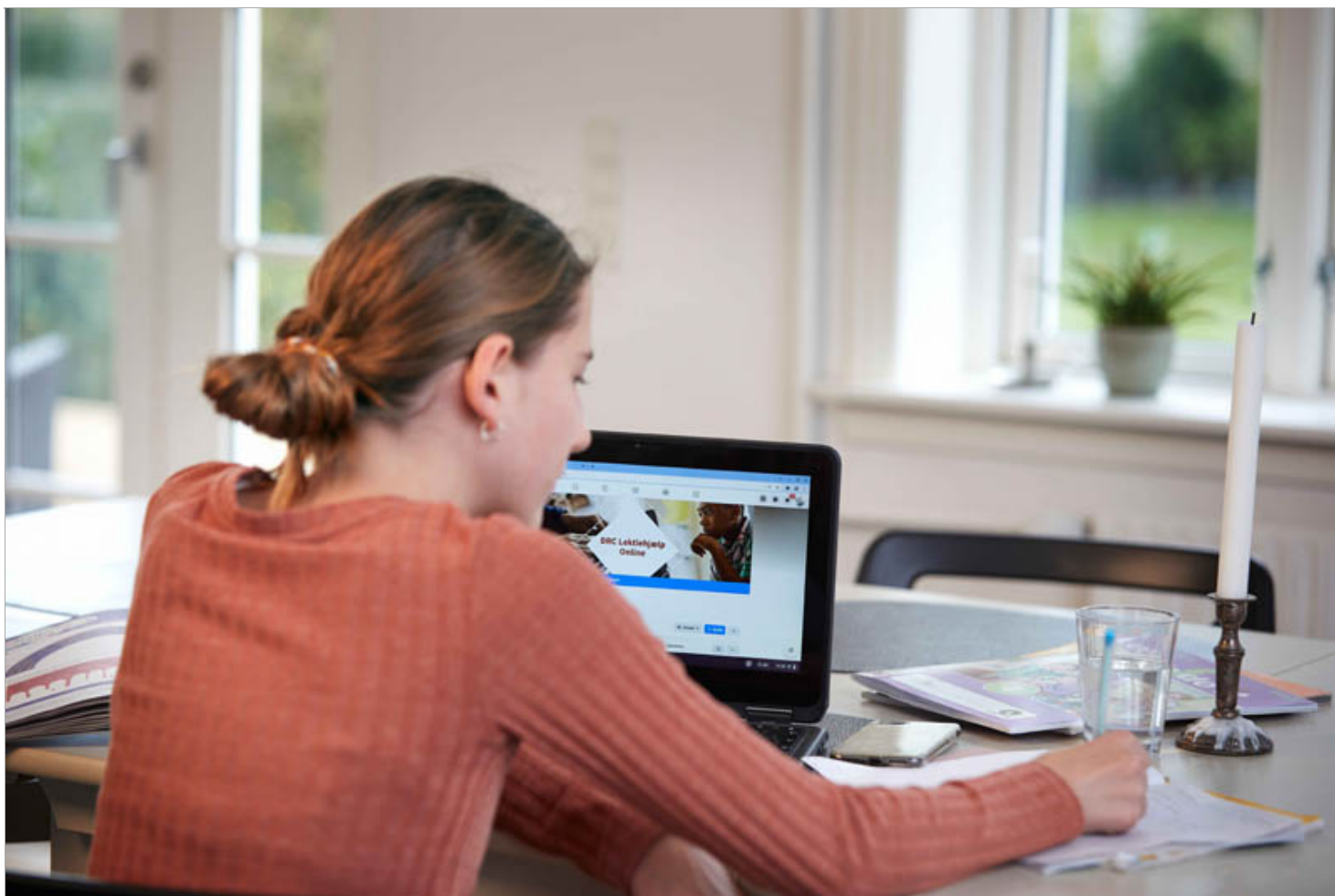




HR and Admin Assistant

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home. The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced. All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to life-saving humanitarian needs and supporting community recovery until durable solutions can be achieved. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action). With an established rapid response mechanism, DRC can rapidly respond to emerging crises and shocks to meet acute emergency needs. Recognizing the significant need for early recovery and resilience programming to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a durable solution of their choice. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a cross-border, regional response to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

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Overall purpose of the role: Is to focus and ensures compliance to DRC procedures and guidelines within the country office. The role contributes to the administration and support of running Hama office



▶ Tip a friend
▶ Print

 **APPLY FOR POSITION**

Application due:
9/30/2026

Workplace:
Hama

Department/Country:
Syria

Contract type:
National contract

Homepage:
drc.ngo

ABOUT DRC

and community centers in Homs-Hama, which are translated into action plans and day to-day tasks.

Administration

- Ensure Hama office premises are appropriate, safe and functioning.
- Oversee all aspects of office maintenance and cleanliness.
- Maintain and update lease agreements and coordinate the renewal of leases for office premises.
- Act as the focal point for liaison with landlords in Homs & Hama.
- Ensure repairs and maintenance of facilities in compliance with DRC standards and procedures.
- Daily supervisory of the office cleaner to ensure overall efficiency.
- Responsible for raising PRs for Framework agreements of hotels for accommodation for conference facilities.
- Liaise with Supply chain for all Administration processes taking an example purchase of supplies, drinking water etc.
- Ensure payments for all administration related costs are timely paid. E.g. utility payments
- Creating/ renewing staff DRC IDs in the country office and supporting Area Office colleagues in printing their IDs.
- Run the generator and follow up with maintenance procedures.

Recruitment:

- Ensure smooth running of Homs & Hama recruitment process from A to Z, for the positions category from Band H2 to K.

Contracts

- Prepare Employment contracts/amendments and end of employment contract notices for Homs & Hama staff.
- Prepare or extend Casual contracts and maintain all timesheets of casual workers in Homs & Hama offices.

DRC Dynamics

- Support with all the Heavy user roles.
- Hiring and separating employees in Homs & Hama office.
- Renewal of contracts in the system for Homs & Hama staff.
- Updating leaves for Homs & Hama staff.

Performance, Development & Learning and Well-being

- Performance management and development processes and procedures of the staff under Homs & Hama offices.
- Ensuring probation objectives, followed up with relevant managers and staff.
- Formal PADA exercise at end of the year.

On Boarding process

- Coordinate the orientation process and help new staff with onboarding for all staff at Homs & Hama offices.
- Ensuring new hires onboarding processes (contracts, Social Security, Medical Insurance, DRC ID, Dynamics account, new hire forms, etc.) are complete within the specific time frame.
- Ensure Technical area specific induction is done.
- Exit and clearance processes of the staff under the Homs and Hama Office.

HR Administration

- Record keeping includes personal files of the national staff in Homs & Hama.
- Creating/ renewing staff DRC IDs for Homs & Hama staff.
- Prepare Certificate of service and bank statements for Homs & Hama staff.
- Coordinate and ensure that HR documents are being sent and received properly to field offices and vice versa.
- Follow up with staff by submitting their timesheets on a monthly basis.

Experience and technical competencies:

- Minimum 2 years of relevant work experience.
- International NGO experience is an asset.
- Experience with carrying out admin tasks.
- Both Verbal and written good Communication skills.
- Advanced proficiency in Excel, PowerPoint, Word, Microsoft skills.

Preferred experience:

- NGO experience
- Experience with ERP system(s)

Education:

- Bachelor's degree in Social Sciences, Business Administration, Humanities or related field.

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

Languages:

- Fluency in Arabic
- Advanced English proficiency

In this position, you are expected to demonstrate DRC's five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We offer:

- **Contract length:** until 31-12-2026
- **Salary Level:** I2 (in accordance with the DRC's salary scale)
- **Location:** Syria – Hama
- **Expected Start Date:** As soon as possible

Application process

Interested? Then apply for this position here: [Talentech - HR and Admin Assistant - Application Form](#)

All applicants must send a cover letter and an updated CV (no longer than four pages) **in English**. Both must be in the same language as this vacancy note. **CV only applications will not be considered.**

Applications closes on **30 September 2026**

NOTE: Due to the urgency to fill this position, the applications will be reviewed on a rolling basis.

Need further information? For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer

By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobssupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.



About DRC

DRC Dansk Flygtningehjælp

03:07

Apply for position