
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, Idleb, 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

- **Payroll & Data Management:** Process, track, and log accurate payroll-related records—including timesheets, leave, travel orders, and overtime—into the internal HR system.
- **HR Records & Compliance Audit:** Maintain physical and digital employee archives, conduct periodic data accuracy audits, and report missing documentation.
- **Employee Lifecycle Support:** Facilitate onboarding (drafting contracts, collecting joining documents) and assist with offboarding and exit procedures for departing staff.
- **Benefits Administration:** Handle health insurance enrolment, updates, and claim processing while tracking critical incidents and major claims.
- **Induction & Training Facilitation:** Conduct orientations on organizational policies (Code of Conduct, Whistleblowing, Anti-Corruption) and coordinate logistics, tracking, and feedback for training sessions.
- **Performance & Development Tracking:** Update performance management logs and consolidate staff development needs into the HR database.
- **Recruitment & HR Support:** Assist with recruitment logistics, follow up with candidates and hiring managers, resolve daily employee queries, and ensure compliance with local labor law and organizational handbooks.

for more details, please download the [detailed JD](#)

Our Ideal Candidate

- 2 to 3 years' Experience in Human Resources Function
- Bachelor degree in related field (Human Resource, Business Administration, Human Sciences ...etc.).
- Previously working with INGOs is an advantage.
- Fluency in Arabic and English, both written and verbal
- Previous experience in performing in complex and volatile contexts
- Knowledge in Human Resources fundamentals & Practices
- Knowledge in dealing with HRIS
- Knowledge in Syrian Labour and Social Security laws.
- Analysing data & Report writing

-
- Experience with Office applications (Word-Excel, Access Visio and PowerPoint).

Additional Information

- Duty station: Country Office - Damascus
- Contract: Fixed terms. Renewable, based on funding and performance.
- Salary/benefits: Grade 4 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 **3 Sept 2026**.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5168051847?link_source_id=0