NRC NORWEGIAN REFUGEE COUNCIL

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

1. Compensations & Benefits:

- Collect, categorize and enter data on HR System for all documents related to payroll (Timesheet, Attendance sheet, leaves, travel orders, overtime …etc.)
- Verifying and maintaining HR archive (Softcopies, hardcopies, and Database), doing periodical spot-check about data accuracy and reporting missing documents.
- Support in gathering and updating information, documents, and all data related to staff personnel.
- Follow-up and support in managing health insurance claims, additions and deletions, in addition to reporting critical incidents and large claims.
- Support in preparing new hires contract and joining documents.
- Support in the exit process of departing staff.

2. Capacity Building:

- Conducting orientation and induction for new employees about HR related system, policies, procedures, and practices (including Code of Conduct, Terms of Employment, Whistleblowing, Preventing Corruption …etc.)
- Updating tracking sheets and archiving soft and hard documents related to training and performance management.
- Consolidating "Training Applications", preparing attendance sheets, verification sheets and handling trainings feedback.
- Consolidating development needs from staff Work & Development Plans into the database.

3. Other:

- Support recruitment process through helping in documentation, following up with hiring managers and candidates and supporting logistics arrangement.
- Answering employees' queries related to his/her function, and report/escalate any feedback to HR Management.
- Help in ensuring adherence to NRC’s HR Handbook, Terms of Employment, Syrian Labour Law other NRC policies and donor requirements.
- Contribute to coordination with relevant partners, authorities, lawyers and other stakeholders.
- Active collaboration in any project that HR participate in.

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 3
- 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

- All interested candidates matching the profile are welcome to apply.
- Applications will be reviewed on a rolling basis as part of our fast-track recruitment process. To ensure full consideration, we strongly encourage you to submit your application as early as possible, ahead of the deadline.
- When creating your profile, include your full name as given on your national identification card. Complete all the system-required fields for experience, employment history, and education.
- Candidates who do not provide complete and detailed information in the online application form may not be considered.
- The application deadline is 21 November 2026.
- Submit your application and CV in English, taking care to attach your latest CV.
- We receive many applications for each vacant position, and so only shortlisted candidates will be contacted.
- Applications that do not meet the minimum standards in terms of experience or qualifications will generally not be considered.
- Unsolicited applications not related to this specific job advertisement will not be considered.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5205043347?link_source_id=0