



Job Description

Human Resources Coordinator - National

Objective:

The Human Resources Coordinator leads the mission's Human Resources (HR) function, ensuring effective workforce planning, recruitment, performance management, staff development, employee relations, and HR compliance. The role supports organizational objectives by providing strategic HR leadership, directly managing the coordination HR team and providing technical support to field HR teams.

Desired start date: ASAP

Type of Contract: Fixed-term contract, subject to renewal depending on organisational needs, availability of funding and satisfactory performance.

Location: Coordination Office, Damascus

Main Challenges

Syria Mission being one of the biggest mission in SI, has been operating in NES, in NWS. The HR needs of the field offices are different and therefore, there is a strong need for support and coordination from the HR Department. The few issues and specific challenges can be summarized as follows:

- New structure and transition period which will request some flexibility while setting up the new organigram of the Mission.
- Coordination of multiple teams: Effective coordination of HR teams in the field offices, ensuring they are aligned with the overall Mission objectives
- Large-scale mission (financial budget, HR volume), with numerous interlocutors at coordination and field level.
- Remote management: Communication becomes more complex when managing a large operation remotely. This requires a great level of communication skills.
- Mission Evolution: Adapting to the changing needs of a large and complex mission, requiring to reframe and organize roles and responsibilities of key position.

Priorities for the First 2–3 Months

- Familiarize with the mission, HR systems, and teams.
- Support organizational changes and restructuring.
- Follow up on staff development and performance management initiatives.
- Contribute to the 2027–2032 HR strategy.

List of Main Tasks:

Analysis of the Socio-Economic Context

- Identify administrative partners relevant to HR
- Track the change in the cost of living and the work market
- Study the social, cultural and ethnic organization and the values and customs of the country in which Solidarités International is intervening
- Study demographic elements, socio-professional make-up and HDI of the intervention country

HR Management of Expatriates and Nationals

- Oversee recruitment, onboarding, performance management, staff development, and employee relations.
- Ensure compliance with HR policies, labor regulations, payroll, benefits, and personnel administration.
- Maintain HR documentation, organizational structures, and safeguarding measures.

Team Management

- Lead, supervise, and develop the HR team.
- Coordinate HR activities and support workforce planning.

Reporting & Communication

- Ensure timely HR reporting and compliance monitoring.
- Maintain relations with relevant authorities and stakeholders.
- Contribute to mission planning, donor reporting, and coordination between headquarters and field teams.

DIPLOMAS AND EXPERIENCE

Education & Certifications:

Bachelor's or Master's degree in a related field (Human Resources Management, Business Administration, Management, Public Administration, Organizational Psychology,...)

Experience:

- **Experience in the humanitarian sector:** 5 Years Minimum
- **Experience in a similar position:** 5 Years Minimum

Key Competencies & Personal Qualities:

TECHNICAL SKILLS

- Proven technical experience in: Recruitment and performance management
- Human resources information management skills
- Learning and development management skills

TRANSVERSAL SKILLS

- Communication skills, Interpersonal skills
- Problem solving skills, analytical skills
- Organizational skills, adaptability, leadership skills

LANGUAGES

- English
- Arabic

SI Will Offer you:

A salaried position:

SI will offer a monthly gross salary of **2,590 USD**, along with a comprehensive benefits package.

“Please note that the proposed salary is subject to taxation and social security deductions in compliance with Syrian local laws”

Application Process

Interested candidates are invited to apply at the link below
Female candidates are strongly encouraged to apply.

[Submit your application](#)

Please note the vacancy may close before the deadline.
Thank you for your understanding.