

**DEADLINE :** 8 August 2025

**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, Latakia & 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**

HR manager contributes to the good HR management and ensuring the day-to-day management of the HR related to administrative, training management payroll and compensation to be managed effectively.

#### **RESPONSIBILITIES AND TASKS**

Participate in the managing the HR policies and procedures related to the HR job.

##### **Salaries & Benefits Management**

- He/She will manage and follow up issuing the monthly payroll and validate all data entries that have an impact on payroll calculation and check the deductions related to payroll according to the payroll policies and procedures on a monthly basis.
- Manage and review the monthly wages and salary, tax and social insurance reports and ensure that they are accurate and validate.
- Validate all payroll results in coordination with Finance before closing payroll.
- He/She will contribute to updating the salary table (fixed and variable terms), outline the associated benefits package (compulsory or otherwise: medical cover, daily allowances, insurance, transport allowances, etc.), and ensuring these are implemented, subject to validation by the Head of Mission
- He/She will check that the necessary salary and social insurance reports are being issued in a timely and accurate manner.
- To prepare the regular HR analysis and reports in line with the new programs and HR plan

**Employee Relations Management:**

- Manage all employee relation matters including grievances, disciplines and appeals in line with PUI policies and procedures whilst taking account of the local labor law. And make recommendations.
- Conduct the exit interview with the employees and providing the concerned parties with notes in order to take the necessary action, if any, or to proceed with the end-of-service process and hand over.
- Manage and follow up on medical insurance complaints and follow them up in a timely manner and suggest corrective and preventive actions when needed.
- To suggest, prepare and implement recreational and wellbeing activities for employees in coordination with DOHMs.
- Prepare warning letters and Experience or recommendation letters and following up the signing and distribution process.

**Recruitment & Selection:**

- Ensured that all recruitment processes are compliant with PUI procedures.
- Coordinated with departments to receive recruitment requests and prepared time schedules for the recruitment process.
- Managed vacancy announcements and advertised job openings.
- Supervised the recruitment process from start to finish.
- Prepared monthly recruitment statistical reports.

**General Administration & Daily HR management:**

- Ensure proper implementation of attendance and leaves management.
- Manage and follow up the handover and clearance process for the resigned staff.
- Manage and follow up the training and development function in good manner in all the PUI Syria mission.
- To prepare and issuing the necessary reports in a timely manner.
- Manage the compass HR system in the scope of work and maintain complete employee records in a timely manner.

**Audit and Technical support:**

- To provide support and supervision to the HR team at the mission
- Prepare the HR documents needed for the external audit check and HQ monthly check.

**Qualification:****➤ Education & Training:**

- Bachelor degree in Business Administration, Human Resources or Law or any relevant field.
- MBA or HRM certificates are preferred.

**➤ Professional Experiences:**

- At least 5 years of experience in a similar position (NGOs/private companies)

**➤ Knowledge and Skills**

- Syrian Labor Law and Database Salary management

- Team management
- Capacity building / staff development
- Previous experience in volatile contexts or conflict zones
- Administrative management
- Honest and trustworthy
- Excellent communication skills/good management capacities
- Knowledge of humanitarian actors
- Accurate/Attention to Details

➤ **Languages**

- Arabic
- English fluently.

**Required Personal Characteristics (fitting into the team, suitability for the job and assignment)**

- Ability to work independently, take the initiative and take responsibility.
- Resilience to stress
- Diplomacy and open-mindedness
- Good analytical skills
- Organization and ability to manage priorities.
- Proactive approach to making proposals and identifying solutions.
- Ability to work and manage professionally and maturely.
- Ability to integrate into the local environment, taking account of its political, economic, and historical characteristics.

Dear Appicante,

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

[HR MANAGER BASED IN DAMASCUS- APPLICATION LINK](#)

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.

***We strongly encourage qualified female candidates to submit applications for the position.***