
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:

The Human Resources & Administration Technical Assistant is responsible for supporting various day-to-day HR and administration activities at the area office in line with NRC's policies and procedures.

Role and responsibilities

Qualifications

Generic professional competencies:

- 1-2 years' Experience in Human Resources Function preferably in humanitarian/recovery context
- 1 year of experience in Admin
- Bachelor degree in related field (Human Resource, Business Administration, Human Sciences ...etc.).
- Fluency in Arabic and English, both written and verbal
- Previous experience in performing in complex and volatile contexts

Context related skills, knowledge and experience:

- Knowledge of the context
- Knowledge in Human Resources practices
- Experience in supervising premises and
- Strong analytical skills and attention to detail.
- Strong communication, follow-up, and organizational skills.
- Good cultural awareness and sensitivity.
- Excellent skills in MS office programmes (MS Excel, Word, PowerPoint, database)

Personal qualities

Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are essential for this position:

- Analysing
- Planning and delivering results
- Working with People
- Communicating with impact and respect
- Initiating action and change.

- Empowering and building trust

What we offer:

- Duty station: Damascus, Syria.
- Contract: Fixed Term
- Salary/benefits: Grade 4 on NRC's national salary scale
- NRC is an equal opportunities employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, and physical ability.
- We think outside the box, encourage ideas, and give responsibility to all employees at all levels. You will have many opportunities to be heard and take the initiative.

IMPORTANT Considerations:

- Application deadline is **29 August 2026**.
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

To apply for this Vacancy, please copy the link below:

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https://23109900.webcruiter.no/Main/Recruit/Public/5166182126?link_source_id=0