

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. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than 600,000 people particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021. NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role and responsibilities

In addition to administrative duties, Human Resources Technical Assistant (**SHF Project**) is also often responsible in recruiting, hiring, and training new Contingent Workers. Also responsible about gathering information, verify and manage database(s), securing employees information.

Support human resources processes by administering tests; scheduling appointments; conducting orientation; maintaining records and information any supporting CWs payments.

Duties and responsibilities

Generic responsibilities

- Adhere to NRC policies, tools, handbooks and guidelines
- Assist with the implementation of the support function portfolio according to plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- Promote and share ideas for improvement of the support function
- Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.

Specific responsibilities

Human Resources:

Recruitment:

- Verifying and processing assigned recruitment requests in coordination with the hiring manager.
- Participate in leading start-up meetings, and support in longlisting and shortlisting as required
- Announce, close vacancies, and collect applications from different sources.
- Support in recruitment logistics arrangements (booking the room, computers, chairs and stationery).
- Leading interviews and tests process, verifying reference check, and preparing offers.
- Prepare recruitment reports and verifying recruitment data.
- Verifying and maintaining recruitment archiving system and securing supporting documents.

Compensations & Benefits:

- Collecting, categorizing, and data-entry 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 medical insurance requests as needed.
- Support in preparing new hires contract and joining documents.
- Support in the exit process of departing staff.

Capacity Building:

- Conducting orientation and induction for new CWs about HR related system, policies, procedures, and practices (including Code of Conduct, 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.

Administration:

- Maintain a stock of kitchen, cleaning supplies, stationery and visibility items and provide staff members with the needed items upon request.
- Manage the accommodation of staff and visitors in hotels, from booking to verification sheet.
- File and scan supporting documentation, submit to the Finance department.
- Initiate PR /payment of office stationery, kitchen supplies, office furniture, accommodation and venue costs when needed.

Qualifications**Generic professional competencies:**

- 2 to 3 years' Experience in Human Resources Function
- Bachelor's degree in related field (Human Resource, Business Administration, Human Sciences ...etc.).
- Previously working with INGOs is a plus.
- 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 in Human Resources fundamentals & Practices
- Knowledge in dealing with HRIS
- Knowledge in Syrian Labour and Social Security laws.
- Analyzing data & Report writing
- Experience with Office applications (Word-Excel, Access Visio and PowerPoint).

Behavioral competencies:

- The following are essential for this position:
- Analyzing
- Planning and delivering results
- Working with People
- Communicating with impact and respect

We can offer

Duty station: North-West Syria Area Office (NWS) - Idleb

Required Number of employees: 1

Contract: **Fixed-Term Employment Contract 6 months, SHF Project based position with no chance for renewal or extension**

Salary/benefits: Grade 4 of NRC's salary scale ([NRC Grade profile](#))

NRC is an equal opportunity employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, or physical ability.

Candidates who do not provide complete and detailed information in the online application form will not be considered.

The application deadline is 14 Apr 2026.

Learn more about NRC's operations in Syria [here](#).

Why NRC?

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.

[Watch this short video](#) to see NRC in action.

We are looking for people who are passionate about helping refugees and people forced to flee. Are you one of those people? If you are, NRC offers you the opportunity to:

- Do demanding and professional work, often in challenging contexts
- Join a work culture that empowers every employee to share ideas and take responsibility
- Be part of a welcoming and supportive community committed to human dignity

[Learn more about NRC](#)

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

https://23109900.webcruiter.no/Main/Recruit/Public/5109427722?link_source_id=0