

HR Officer – Job Description

Job purpose

The HR Officer provides timely and effective human resources support to the ADAP and Education projects, ensuring transparent recruitment, proper personnel administration, staff performance and development, accurate HR records, and compliance with HAND policies, donor requirements, safeguarding and ethical standards. The position works closely with project management, programme, finance and administration teams to ensure appropriate staffing throughout project implementation.

Job responsibilities

- Support workforce planning, recruitment and selection, including job descriptions, vacancy announcements, screening, interviews, reference checks and recruitment documentation.
- Facilitate staff onboarding, induction and orientation on organizational policies, code of conduct, safeguarding and project requirements.
- Maintain accurate, confidential and up-to-date personnel files, contracts, attendance, leave, training and other HR records.
- Support supervisors and managers with probation, performance management, staff development, contract extensions and routine personnel matters.
- Monitor staffing status, vacancies, contracts and key HR information, and prepare timely HR reports and updates.
- Coordinate with Finance and Administration on personnel-related documentation, payroll inputs, attendance and staff entitlements, in line with internal controls.
- Support staff learning and capacity-building activities based on identified needs.
- Promote fair, inclusive and non-discriminatory HR practices, ensuring compliance with safeguarding, confidentiality and workplace conduct requirements.
- Provide HR support during project start-up, staffing changes and close-out, and contribute to improving HR procedures and systems.

Qualifications and Experience

- Bachelor's degree in Human Resources, Business Administration, Management, Social Sciences, Psychology or a relevant field.
- Minimum 3 years of relevant experience in HR, recruitment, personnel administration or HR operations, preferably with NGOs/INGOs or donor-funded programmes.
- Demonstrated experience in recruitment, onboarding, personnel records, contracts, attendance/leave and performance management.

- Experience working in humanitarian, development or recovery programmes and with field-based teams is an advantage.
- Experience with UN/UNICEF-supported projects, donor compliance, safeguarding and inclusion principles is an advantage.

Skills

- Human resources and personnel administration.
- Recruitment, selection and onboarding.
- Performance management and staff development.
- HR records, data management and reporting.
- Strong organization, planning and attention to detail.
- Communication, interpersonal and problem-solving skills.
- Confidentiality, integrity and professional judgement.
- Teamwork and coordination.
- Good knowledge of MS Office and HR information/record-management systems.

Please note:

- Please note that these vacancies are part of a roster/pool of potential candidates.
- No start date is confirmed at this stage, and any engagement will be contingent upon the successful completion of all required project procedures and approvals.

Work Location: Aleppo and Idib

You are kindly requested to submit your resume with the title in the subject line " HR Officer " to the following email address: career.sy@hand.ngo Applications without the subject name will not be considered.