

HR Specialist (Recruitment Specialist) - Re-advertisement

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile

DANISH REFUGEE COUNCIL

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APPLY FOR POSITION

Application due:
11/17/2026

Workplace:
Damascus, Country Office

Department/Country:
Syria

Contract type:
National contract

Homepage:
drc.ngo

ABOUT DRC

communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighbouring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

Overall purpose of the role:

The Recruitment Specialist coordinates end-to-end recruitment and onboarding processes across the country operation, ensuring timely, fair and transparent recruitment in accordance with DRC policies and procedures, approved staffing plans, national labour legislation and applicable donor requirements. The position provides technical guidance to hiring managers and HR colleagues and supports recruitment planning, reporting and process improvement.

Responsibilities:

1. Recruitment & Talent Acquisition

- Confirming that recruitment requests are approved, funded and aligned with the approved organogram and staffing plan.
- Reviewing JDs, vacancy announcements and selection criteria with hiring managers.
- Coordinating advertising, sourcing, longlisting, shortlisting, written tests, interviews and reference checks.
- Ensuring recruitment panels are appropriately constituted and conflicts of interest are declared.
- Preparing complete selection documentation and recruitment reports.
- Coordinating employment offers and candidate communication following the required approvals.
- Maintaining talent pools for recurring and difficult-to-fill positions.
- Ensuring consistent recruitment practices across country and field locations.
- Ensuring compliance in the recruitment process in line with DRC Polices & Procedures, CoC, PSEAH, Safeguarding, and the Syrian Labor law.

2. Onboarding & Employee Integration

- Coordinate and manage the onboarding process for all new employees.
- Ensure all pre-employment documentation and joining requirements are completed before start date.
- Prepare onboarding schedules and induction plans.
- Coordinate with IT, Administration, Facilities, and relevant stakeholders to ensure timely provision of equipment, access rights, and workspace arrangements.
- Monitor new hire integration and provide support throughout the onboarding and probation periods.

3. Workforce & Recruitment Planning

- Support the HR&Administration Manager in the annual workforce planning and people planning process.
- Coordinate with department heads to identify current and future staffing requirements.
- Maintain and regularly update the organizational structure (organogram)
- Generate headcount & recruitment report and share with HR & Administration Manager on a monthly basis.
- Ensure recruitment activities align with approved organizational structures as well as the approved titles, employment bands, and reporting lines, and flagging inconsistencies to HR & Administration Manager

4. HR Governance, SOPs & Process Improvement

- Develop, review and update recruitment and onboarding SOPs, templates, assessment tools, guidance materials and process documentation in coordination with the HR&Administration Manager.

5. Recruitment Quality, Compliance & Reporting

- Ensuring compliance with DRC procedures, labor legislation, donor requirements and internal controls.
- Maintaining complete, confidential and audit-ready recruitment files.
- Updating recruitment systems, vacancy trackers and applicant records.
- Preparing periodic reports and dashboards on open vacancies, recruitment progress, timelines, delays and risks.
- Reviewing recruitment data to identify bottlenecks and compliance gaps.
- Recommending practical improvements to recruitment processes, systems and reporting tools.

6. Recruitment Systems & Data Management

- Maintain and ensure accuracy of recruitment databases, HR systems, and applicant tracking systems.

- Maintain an up-to-date recruitment tracker reflecting vacancy status, sourcing progress, interview outcomes, offers, onboarding status, and recruitment timelines.
- Produce recruitment dashboards and periodic reports for management review.
- Monitor data quality and ensure recruitment records are complete, accurate, and updated in a timely manner.

7. Training & Stakeholder Support

- Act as a focal point and subject matter expert for recruitment systems, processes, and tools.
- Provides technical guidance to: HR colleagues and hiring managers involved in recruitment and onboarding processes.
- Provide guidance to hiring managers regarding recruitment procedures, interview techniques, and compliance requirements.

Experience and technical competencies:

- Minimum 3 years of experience in recruitment, talent acquisition, or human resources.
- Experience in end-to-end recruitment, online recruitment or applicant tracking systems, structured assessments, national labour legislation, compliant recruitment documentation, workforce reporting, and NGO or humanitarian operations.
- Experience in onboarding, workforce planning, and HR operations.
- Experience developing SOPs, policies, and HR process documentation is preferred.

Education: Bachelor's Degree in Human Resources, Business Administration, or a related field.

Languages:

- Arabic: Fluent
- English: Fluent

In this position, you are expected to demonstrate DRC' five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We Offer:

Contract length: 12 months (extension based on performance and funds)

Level: Non-Management – G.2

Location: Syria - Damascus

Expected Start Date: As soon as possible

Application process

Interested? Then apply for this position here: Talentech - HR Specialist (Recruitment Specialist) - Re-advertisement - Application Form

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in the same language as this vacancy note. **CV only applications will not be considered**.

Applications close on **17 November 2026**

NOTE: Due to the urgency to fill this position, the applications will be reviewed on a rolling basis.

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer
By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution

- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.



About DRC

DRC Dansk Flygtningehjælp

03:07

Apply for position