



JOB TITLE : HR OFFICER , BASED IN DAMASCUS

DEADLINE : 08 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, Lattakia & 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

The HR Officer is responsible for providing proper implementation in issuing the monthly salaries and following up the social insurance and health insurance affairs and make sure that all the related procedures go smoothly in the HR department and applied in good manner in all the PUI Syria mission.

RESPONSIBILITIES AND TASKS

Participate in the implementation the HR policies and procedures related to the HR operation job

1- General HR & Administration Functions

- Follow up the attendance and leave with the accountability focal points in the governments and check the leave requests .
- Communicate and follow up with the staff concerning all matters related to time sheet and ensure proper implementation of attendance policy.
- Follow up with the staff and sent warning email according to the penalty attendance to the rule's violators, and check if deduction is needed.
- Prepare social security documents for new and resigned employees.
- Collect and prepare the needed documents relate Social Security and Income Taxes to reflect any changes on the payroll sheet
- Coordinate with medical service providers regarding any medical insurance issues.
- Prepare staff medical claim/reimbursement documents and follow up with the staff and the medical insurance and the financial department for settlement.
- Archive and update the timesheet and attendance documents in HR Share folder in monthly basis
- Archive and update the social security documents in HR Share folder in monthly basis

2- Payroll & Related payments

- Prepare the payroll documents with the Finance department and make sure that all data entries having an impact on payroll calculation on a monthly basis.
- Prepare payroll calculation and deductions according to payroll list and related policies and procedures
- Make double check for new joined staff /resigning staff are reflected it on the 'payroll sheet
- Make double check for the leave and attendance and ensure all the deduction are reflected on The payroll sheet .
- Follow up the balance of personal loans according to the set rules.
- Ensure that all salary in the HR system have been collected and accurate (for all type of contracts
- Prepare the last payment for the resigned employee and coordination with the financial department to ensure timely payment of departing employees
- Print salary /payment sheets at the end of each month and ensure it is signed by Finance and HOM.
- Archive and update the payroll documents in HR Share folder in monthly basis
- Ensure payroll amounts are transferred to the bank, from the allocation budget
- Follow up the monthly payments of the Social Insurance and Tax through the financial department.
- Update the allocation table for local staff on monthly basis
- Prepare the needed documents for the income taxes Payments.

3- HR Recruitment & Personnel Functions

- Support in preparing the vacancy announcement and advertise the vacancies announcement in the job.sy website
- Communicate with the requester line manager and send the list of applicants and the received CVs to prepare the short list
- Support in contacting the candidates for the written test and Interview.
- Receive the administrative formalities and supporting documents related from the selected candidate (ID and driving license copies, certificates, Bank Account
- Prepare national staff contracts (new recruitments, contract extensions or renewals) and ensure each staff is aware of contract terms and conditions.
- Update internal databases with new hire information, handle & assist (filing; preparing documents for audit) and update the recruitment files, JDs.
- Follow up the orientation and delivery of work facilities from the logistics Department (new phone and follow up with the concerned authorities regarding creating an email account, opening work files).
- Issuing and printing the new PUI ID
- Prepare national staff contracts (new recruitments, contract extensions or renewals) and ensure to update the personnel data in the HR system and assist in (filing, preparing documents for audit).
- Monitor contracts and IDs expiry dates, initiate and follow up on requests for extensions.
- Maintain hard and soft copy personnel records - organizing staff contracts (preparing; signing; and filing.
- Send New staff announcement, Resigned, Happy Birthday, Congratulation, Condolence emails, and send the PUI policies to the new staff

4- Induction & Training

- Conduct initial orientation to newly hired employees & conduct welcome tours and get them well-integrated
- Follow up the orientation and delivery of work facilities from the logistic (new phone, ID, and follow up with the concerned authorities regarding creating an email account, opening work files).
- Update the Training plan after Identifying the training needs for each Department.
- Participate in evaluation for the best training centers, trainers, training materials and provide the concerned parties with reports on the evaluation results.
- Prepare PR's and TOR for the training courses based on requests to receive the approval from the HOM
- Follow up the implementation of the training program.
- Prepare and follow up all reports related to the training evaluation and trainees' attendance.
- Follow up the calendar training plans for each department and programs

Qualification:

- Bachelor degree in Business Administration, Human Resources or Law or any relevant field .
- At least 3 years of experience in a similar position (NGOs/private companies)
- Full understanding of HR functions and best practices.
- Excellent level of English (reading , writing and speaking).
- professional level in using MS Office (including Word, Excel, Outlook, PowerPoint), Visio, Proficient user of HR Software.
- Good knowledge of Syrian Republic laws & regulations

Specific Vacancy Requirements:

- Managing priorities, time and deadline.
- Honest and trustworthy
- Good knowledge of Syrian Republic laws & regulations
- Flexibility and adaptability;
- Strong attention to detail and administration skills with a desire to follow procedures
- Excellent problem solving, planning and organizing skills
- Excellent communication skills, both written and verbal & interpersonal skills.
- Integrity
- Strong personality
- Team player



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Dear Appicante,

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

[HR OFFICER APPLICATION LINK](#)

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities

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.