



Job Description

(SYR – HR Supervisor - National)

Objective:

The HR Supervisor supports the HR Coordinator in implementing national HR policies and ensures compliance with HR and SI regulations across the mission. They manage national and international HR administration including but not limited to recruitment & selection, personnel & contracts management, compensation & benefits, learning & development, performance management and legal compliance.

Desired start date: 15th of August 2026

End contract date: 31-12-2026 (Subject to renewal / extension)

Location: Damascus - Syria

Main Tasks:

Under the supervision of the HR coordinator, the HR Supervisor, will be required to:

National employees' HR management:

- Support the implementation of national HR policies, ensuring alignment with SI regulations and local labor laws.
- Manage the recruitment process for national staff, ensuring proper job postings, application screening, technical test facilitation, interview coordination, and recruitment tracking.
- Handle national staff onboarding/offboarding.
- Ensure proper contract management, personnel file maintenance, and adherence to employment laws.
- Process payroll using the HR software (HOMERE), ensure tax and social security compliance, and liaise with authorities.
- Compile and submit HR reports on recruitment, payroll, social security, and tax updates to HQ.
- Maintain relationships with Syrian authorities and represent SI Syria in official HR-related matters when requested.
- Maintain digital and paper archives, conduct quarterly HR file audits, and ensure data protection compliance.

International employees' administrative follow-up:

- Manage international employees' per diems, break allowances, advance requests and other benefits (housing, school fees, reimbursements...etc.) while ensuring timely validation, tracking, and documentation.
- Prepare monthly cash forecast for all expenses of expatriate staff and their dependents at Damascus level and coordinate with the finance team and other INGOs in case of cost-sharing agreements.
- Organize the onboarding process for new employees, including induction schedules, HR briefings, and distribution of mission-specific policies and templates. Maintain and update the orientation matrix and induction files.
- Organize the onboarding process for new international employees, including preparing induction schedules with coordination teams, HQ, and line managers and conduct HR briefings on mission-specific benefits and policies.
- Maintain the international employees' database, track contract deadlines, and follow up on signatures while submitting the related updates and reports to HQ in a timely manner.
- Organize the end of mission process for international employees (debriefing, end of mission ticket...etc.)
- Act as liaison between headquarters and expats for administrative follow up (arrivals, departures, HR Shuttle, contract conditions- breaks/benefits)
- Book departure and arrival flight tickets for employees in addition to field visits tickets in coordination with the logistics team.
- Ensure proper archiving and filing according to SI standards and local legislation of both hard copies and soft copies for the international employees' related documents.

DIPLOMAS AND EXPERIENCE

Education & Certifications:

Bachelor's degree, preferably in HR, Business Administration or other related field.

Experience:

Experience in the humanitarian sector: 0-2 Years

Experience on a similar position: 3-4 Years

Key Competencies & Personal Qualities:

SKILLS

TECHNICAL SKILLS

1. Recruitment & Selection
2. Personnel Management
3. Compensation & Benefits

TRANSVERSAL SKILLS

1. Great communication, time management
2. Autonomous, organized, ability to prioritize and to work under pressure
3. Strong computer skills essential

Female candidates are strongly encouraged to apply.

LANGUAGES

- Fluent in English (spoken and written).

SI Will Offer you:

A salaried position:

SI will offer a monthly basic salary of 1230 USD, in addition to other allowances.

“Please note that the proposed salary is subject to taxation and social security deductions in compliance with Syrian local laws”

Application process

**interested candidates are invited to apply at the link below
(VPN is needed)**

[Submit your application](#)

**Please note the vacancy may close before the deadline.
Thank you for your understanding.**

