

HR Coordinator - Syria

Blumont is a global organization working with communities in transition as they recover from conflict, return from displacement, and move from a reliance on aid to a more resilient future. Our vision is a world where a community's future is not determined by its circumstances, but by the aspirations of its people. Whether delivering lifesaving humanitarian assistance, building the infrastructure that stabilizes communities, or creating economic opportunities for individuals and businesses, Blumont teams are committed to making a positive difference in peoples' lives.

POSITION SUMMARY:

The HR Coordinator serves as a key leader within the Human Resources team, providing comprehensive generalist and operational HR support across the organization. This role is responsible for overseeing recruitment, onboarding, performance management, compliance, and day-to-day HR operations while ensuring alignment with organizational policies and local labor laws. Acting as a strategic partner to line managers, the HR Coordinator plays a vital role in optimizing HR practices, managing service contracts, enhancing employee engagement, and supporting organizational development initiatives

KEY AREAS OF ACCOUNTABILITY

Recruitment & Onboarding

- Coordinate and manage the full recruitment cycle, including job description development, vacancy posting, candidate screening, shortlisting, interview coordination, reference checks, selection documentation, and offers.
- Work closely with hiring managers to ensure recruitment requirements, selection criteria, and approvals are clearly defined and followed.
- Provide HR guidance to hiring managers on recruitment procedures, documentation, and organizational requirements.
- Ensure recruitment processes are fair, transparent, merit-based, and compliant with organizational policies.
- Coordinate onboarding and induction processes, ensuring all required documentation, orientation, mandatory training, and system requirements are completed on time.
- Monitor probation periods and ensure probation reviews are completed and properly documented.

Contract Management & Compliance

- Manage the administration of employment and service contracts, including preparation, renewals, amendments, extensions, transfers, and separation documentation.
- Monitor contract expiry dates and proactively coordinate required renewals and amendments.
- Ensure employment documentation and HR practices are aligned with applicable labor legislation and organizational policies.
- Maintain accurate and up-to-date personnel and contract records for audit and compliance purposes.
- Keep the HR Director informed of potential contractual, labor law, or compliance concerns.
- Coordinate with relevant labor authorities and external stakeholders when required and as delegated.
- Maintain awareness of changes in labor legislation and communicate relevant updates to the HR Director.

Payroll, Social Security & Taxation Coordination



- Coordinate closely with Finance to ensure accurate and timely processing of payroll and related employee information.
- Ensure Finance receives complete and accurate HR inputs, including new hires, terminations, salary changes, allowances, deductions, leave, transfers, and other employee changes.
- Review payroll information from an HR perspective and coordinate with Finance to identify and resolve discrepancies.
- Coordinate with Finance on employee Social Security registration, updates, and related documentation.
- Maintain working knowledge of applicable Social Security, taxation, payroll, and statutory employment requirements relevant to HR operations.
- Ensure employee contracts, salary information, and personnel records are consistent with payroll and statutory records.
- Support Finance and HR in responding to payroll, Social Security, taxation, and statutory audit requirements.
- Finance remains responsible for payroll calculations, payments, accounting, and statutory tax/Social Security submissions, while HR is responsible for providing accurate employee information and coordinating HR-related requirements.

Performance Management

- Coordinate the implementation of the performance management cycle, including goal setting, performance reviews, and required documentation.
- Provide guidance to managers on performance management processes and organizational requirements.
- Support managers in documenting performance concerns and implementing Performance Improvement Plans (PIPs).
- Monitor completion of performance reviews and ensure required documentation is maintained.
- Support consistent application of performance management procedures across teams.
- Coordinate performance management processes for HR team members and direct reports, where applicable.

Learning & Development

- Coordinate training and capacity-building activities for employees, managers, HR staff, and service contractors.
- Identify and consolidate training needs in coordination with managers and the HR Director.
- Organize mandatory training sessions and maintain accurate attendance and completion records.
- Support internal and external learning and development opportunities.
- Monitor mandatory training compliance and follow up on outstanding requirements.

HR Operations & Reporting

- Coordinate day-to-day HR operations and ensure HR services are delivered accurately and within established timelines.
- Oversee the collection and processing of timesheets, leave records, employee changes, and other monthly HR inputs.
- Maintain accurate employee files, HR databases, trackers, and HR systems.
- Prepare regular HR reports and workforce information for review by the HR Director.
- Maintain and improve recruitment trackers, HR templates, checklists, and other operational tools.
- Support compensation and benefits data collection and benchmarking exercises.
- Ensure employee information is handled with a high level of confidentiality and professionalism.
- Identify administrative gaps and recommend practical improvements to HR processes.

Employee Relations & Wellbeing

- Serve as a first point of contact for employees on routine HR matters and provide appropriate



guidance or escalate matters when required.

- Support managers in addressing employee relations matters, including workplace concerns, conflict, grievances, morale, and conduct.
- Maintain professional and confidential communication when handling employee concerns.
- Support employee engagement and wellbeing initiatives.
- Promote awareness and adherence to organizational policies, including the Code of Business Ethics, Equal Opportunity, Anti-Harassment, Conflict of Interest, and other workplace standards.
- Escalate complex or sensitive employee relations matters to the HR Director.

HR Investigations & Grievance Management

- Support HR investigations and grievance processes as assigned by the HR Director.
- Assist with gathering relevant information, maintaining documentation, coordinating meetings, and ensuring appropriate follow-up.
- Ensure investigations and grievance processes are handled objectively, confidentially, and in accordance with organizational procedures.
- Support employees and managers in understanding the applicable process and requirements.
- Maintain appropriate records of investigation and grievance cases and ensure confidentiality is maintained.

Policy Implementation & Compliance

- Support the implementation and consistent application of HR policies and procedures across the organization.
- Conduct routine HR file and process spot checks to identify documentation or compliance gaps.
- Monitor adherence to key organizational standards, including Equal Opportunity, Anti-Harassment, Conflict of Interest, and Code of Business Ethics.
- Ensure personnel files, contracts, recruitment records, and other HR documentation are complete and audit-ready.
- Support internal and external HR audits and follow up on required corrective actions.
- Escalate identified compliance concerns to the HR Director and support implementation of agreed corrective measures.

HR Coordination & Professional Support

- Act as a reliable HR focal point for employees and managers, providing timely and professional HR support.
- Coordinate effectively with Finance, Administration, Programs, Operations, and other departments on HR-related matters.
- Maintain strong working relationships with internal and external stakeholders.
- Provide accurate and timely HR information to support management decision-making.
- Demonstrate sound judgment regarding confidentiality, employee relations, and sensitive HR matters.
- Support the HR Director in implementing HR priorities, organizational changes, and other HR initiatives as required.
- Contribute to continuous improvement of HR processes, tools, and employee services.

ADDITIONAL RESPONSIBILITIES

- Perform other HR-related duties as assigned, within the scope of skills and responsibilities.

QUALIFICATIONS and SKILLS:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum of 6 years of progressive experience in Human Resources, with at least 3 years in a



Supervisory or Coordinator HR role within INGO sector.

- Advance knowledge of the Syrian labor law and taxation regulations.
- Proven track record of delivering HR services in complex, fast-paced, and large-scale humanitarian or development contexts, including remote or field-based operations.
- Demonstrated experience supporting remote management environments and decentralized HR functions.
- Strong organizational and time-management skills with the ability to manage competing priorities, meet tight deadlines, and maintain attention to detail under pressure.
- Skilled in designing and delivering training, onboarding programs, and employee development initiatives.
- Fluency in both Arabic and English is required.
- Strong interpersonal and communication skills with the ability to work effectively in multicultural and cross-functional teams.
- Solid knowledge of labor law, HR compliance, and ethical standards, including handling sensitive cases such as grievances and investigations.
- Proficient in the use of Human Resources Information Systems (HRIS), HR analytics, and digital tools for data-driven decision-making.
- High level of integrity, discretion, and professionalism with a commitment to confidentiality and ethical HR practice.
- Willing to travel to other offices across Syria as needed.

Success Factors

- Consistently delivers technically sound infrastructure.
- Successful management of approvals, technical documentation, and implementation readiness.
- Builds strong relationships with authorities and communities.
- Maintains high quality standards under challenging operational conditions.
- Promotes integrated programming across engineering and protection sectors.

Commitment:

Every Blumont team member is expected to carry out their duties in accordance with Blumont's code of business ethics and conduct, core values, and all relevant policies, including anti-harassment, child protection, and Protection from Sexual Exploitation and Abuse policies.

How to Apply

Interested candidates are requested to fill out and attach the most updated Resume to the link below before **17 September 2026**:

LINK: <https://ee-eu.kobotoolbox.org/single/ltI2KecY>

Blumont is an equal-opportunity employer. Due to the large volume of applications, we receive, we are unable to respond to all applicants, therefore, only qualified shortlisted candidates will be contacted.



Blumont will review the applications on rolling basis and may close the advertisement before the deadline if the ideal candidate was found. One or more similar/different positions maybe filled in this recruitment activity depending on the applicants' qualifications.

Blumont's selection process will include rigorous background checks and all team members will be expected to carry out their duties in accordance with our core values, anti-harassment policy and PSEA policies