NRC NORWEGIAN REFUGEE COUNCIL

NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programs work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

1. Role and responsibilities

Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks, and guidelines.
2. Implement delegated HR & Admin function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents according to SSD policy
5. Promote and share ideas for improvement of the support function
6. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies, and Syria-specific explanatory notes.
7. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
8. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

Specific responsibilities

HR:

1. Recruitment for G3 below:
    a. Verifying and processing recruitment requests in coordination with the hiring manager.
    b. Participate in leading start-up meetings, and support in longlisting and shortlisting as required
    c. Announce, close vacancies, and collect applications from different sources.
    d. Support in recruitment logistics arrangements (Booking the room, computers, chairs and stationery).
    e. Support in interviews and tests process, verifying reference check, and preparing offers.
    f. Verifying and maintaining recruitment archiving system and securing supporting documents.
2. Compensation & Benefits:
    a. Responsible for verifying Timesheet, collecting signatures and archiving
    b. Verifying and maintaining HR archive (Softcopies, hardcopies, and databases), doing periodical spot-checks about data accuracy and reporting missing documents.
    c. Responsible for preparing new hires joining documents.
    d. Responsible for the administrative process of departing staff.
3. Capacity Building:
    a. Updating tracking sheets and archiving soft and hard documents related to mandatory training.
    b. Updating trackers for learning and development, support in logistics arrangements for trainings
    c. Focal point for sending travel insurance requests for training out of country
4. Contingent workers recruitment and salaries

a. Lead the recruitment process for the contingent workers.
b. Develop and update the contingent workers database.
c. Facilitate the contingent worker's monthly salaries.

Administration:

- Ensure the technical maintenance of all NRC premises (electricity, heating, A/C, plumbing, sewage, repairs and upgrades in buildings).
- Ensure continuous and safe power supply to NRC premises through the monitoring of city power, generator power and battery back-up power, troubleshooting, and maintenance.
- Ensure availability of water, gas and fuel for generators and heaters.
- Maintain a stock of kitchen and cleaning supplies and provide kitchen supplies to cleaners on a weekly basis.
- Maintain a stock of stationery items and provide staff members with stationery and office supplies according to the needs and according to procedures in place
- Manage the registration and payment of landlines, ADSL and mobile lines bills as per procedures in place.
- Manage the accommodation of staff and visitors in hotels, from booking to verification sheet.
- Responsible for facilitating fuel, water and electricity bills
- Manage keys of all premises and keep updated key holders' forms.
- Support the set up and preparation of meetings rooms
- Ensure compliance with safety regulations for handling operations in the premises in cooperation with R&O team leader.
- Supervise cleaners and ensure adequate distribution of workload.
- File and scan supporting documentation, submit to Finance department.
- Draft lease agreements for NRC premises in collaboration with logistics, and initiate payments when due. support the identification of new premises when required.
- Initiate PR /payment of office stationery, kitchen supplies, office furniture, utility bills, maintenance costs, accommodation and venue costs.
- Prepare correspondence to third parties regarding admin matters, ensure delivery and proper filing of communication

Critical interfaces

- Internally:
  -Including interacting with the all-team members, other departments in the duty station and other area offices and country office as per the need.
  -Daily supervision of service staff for distribution of tasks and daily follow-up.
- Externally: External candidates, Training centers and trainers, Insurance companies.

2. Competencies

Competencies are important for the employee and the organization to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

1. Professional competencies

Generic professional competencies:

- 1-2 years' Experience in Human Resources Function preferably in humanitarian/recovery context

- 1 year of experience in Admin
- Bachelor's degree in related field (Human Resource, Business Administration, Human Sciences …etc.).
- Fluency in Arabic and English, both written and verbal
- Previous experience in performing in complex and volatile contexts

Context related skills, knowledge and experience:

- Knowledge of the context
- Knowledge in Human Resources practices
- Experience in supervising premises and
- Strong analytical skills and attention to detail.
- Strong communication, follow-up, and organizational skills.
- Good cultural awareness and sensitivity.
- Excellent skills in MS office programmes (MS Excel, Word, PowerPoint, database)

2. Behavioral competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Analyzing
- Planning and delivering results
- Working with People
- Communicating with impact and respect
- Initiating action and change.
- Empowering and building trust

3. Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management Framework. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan (Role Mandate for leaders at HO, Regional Directors and Country Directors)
- The NRC Competency Framework

Additional Information

Contract period: Up to one year, renewable based on the need, availability of fund and satisfactory performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: North -East Syria (NES) , Hasakah & Qamishli.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5215245057?link_source_id=0