



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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idleb, Hassakeh, Qamishli and Raqqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role Specific Information

1. Follow up on social security registrations/reporting to ensure they are done in a timely manner and are in compliance with the applicable national laws and NRC policies and procedures. While acting as the sole focal point for with the Social Security SCO.
2. Follow up on insurance enrolment and agreements for staff and beneficiaries and ensure that they are done as per signed agreements and NRC policies and procedures.
3. Prepare the monthly payroll for all national staff and ensure accurate calculation of allowances, deductions, and benefit schemes as per the set Terms of Employment; and conduct proper analysis adding any recommendations for adjustments or improvements.
4. Act as focal point for medical insurance for national staff.
5. Ensure adherence to national labor law in all HR processes and procedures.
6. Ensure that HR archives and filing are in use and maintained according to the NRC regulations (both hard and soft copies)
7. Follow up on the HR administrative related matters for national and international staff (leaves, timesheets and exit procedures) ensuring that all required supporting documentation are filed for the CO staff.
8. In collaboration with Compliance and Finance, be the CO HR focal point for any audit for HR related documentation.
9. Contribute to the salary review process by collecting data and compiling the data for all offices in Syria in coordination with the HR Manager and the external service provider for salary benchmarking.
10. Responsible for employees benefits and allowances as per NRC's Terms of Employment for national staff and the applicable labour laws.
11. Carry out and follow up on the implementation of the exit procedure for all national and international staff including if applicable clearance, final settlement and follow up on the exit interview completion.
12. Prepare periodic HR reports.

for more details please download the [detailed JD](#)

Our Ideal Candidate

- Minimum of 2 years of experience working as an HR officer, of which 1 year in a humanitarian/recovery context.
- Bachelor's degree in HR or a related field such as Business administration
- Previous experience from working in complex and volatile contexts.
- Relevant support function expertise.
- Documented results related to the position's responsibilities.
- Fluency in English and Arabic, both written and verbal.
- Intermediate computer skills in Microsoft Office (MS Excel, Word, and Outlook)
- Strong communication and interpersonal skills
- Strong organisational and teamwork skills
- Good cultural awareness and sensitivity
- Highly approachable, trustworthy and confidential
- Good diplomacy and negotiating skills.

Additional Information

- Duty station: Country Office - Damascus
- Contract: Fixed terms. Renewable, based on funding and performance.
- Salary/benefits: Grade 6 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered**.
- The application deadline is **3 Sept 2026**.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5168070447?link_source_id=0