

Human Resource Coordinator– Damascus

The position is to be filled as soon as possible, with a contract duration of one year. There are good prospects for an extension. Employment location will be Damascus, Syria.

As HR Coordinator you are responsible for implementing, upholding, and improving all national HR processes for the MENA region, with a focus on Syria. This includes recruiting, payrolling, employee administration and development according to WHH and donor standards and requirements, as well as in accordance to local legal regulations.

The position is paid according to SG8 (2350 USD)

Your Responsibilities:

- Develop and implement the HR strategy to support organizational goals and growth.
- Advise senior management on HR trends, workforce planning, and organizational development.
- Ensure HR policies and practices align with the organization's mission, vision, and core values.
- Lead change management initiatives, including organizational restructuring and capacity building.
- Oversee the full recruitment cycle, ensuring diversity and inclusion in hiring practices.
- Lead onboarding programs to integrate new staff effectively into the organization.
- Implement career development frameworks and succession planning initiatives.
- Foster a positive, inclusive, and collaborative workplace culture.
- Act as a key advisor and mediator to resolve workplace conflicts and grievances.
- Ensure compliance with local labor laws, donor requirements, and organizational policies.
- Development of HR manual and adaptation of HR systems and formats to a changing context.

- Maintain up-to-date records for audits, including recruitment, payroll, and performance reviews.
- Identify training needs and create development programs to enhance staff skills and knowledge.
- Develop and manage a competitive compensation and benefits structure.
- Support WHH HR teams in neighboring countries who are connected to our regional programs.
- Ensure timely and accurate payroll processing in coordination with the finance department.

Your profile

- A university or college degree in human resources, business or a similar field related to the position
- 5 to 7 years of HR management experience
- Experience in leadership to demonstrate staff development, processes on restructuring
- In depth knowledge of Turkish/Syrian/Lebanese labor law and social security regulations, etc.
- Strong coordination and networking skills
- Motivated and willing to take the initiative (determination)
- Competent in intercultural communication
- Good negotiating skills
- Fluency both in written and spoken English and Arabic. Turkish is an asset



How To Apply :

- Please send your application/CV in ENGLISH LANGUAGE via our online recruiting system by Sep 18, 2026
- Only applications submitted via the organization's system will be considered for review.
- Only short-listed candidates will be contacted. Welthungerhilfe reserves the right to fill in the position before the deadline due to urgency.

WHH Application Link : [Human Resource Coordinator](#)