

HR Expert (Syria, Lebanon & Türkiye)

The employment/Service location will be Aleppo or Damascus, Syria and the position is paid according to SG7 (1,850 USD).

Your Responsibilities

Overall Role:

The HR Expert is responsible for:

Providing technical HR support and services to WHH programmes in Syria, Lebanon and Türkiye, in close collaboration with the HR Coordinator, HRteam and relevant stakeholders. Contribute to the effective implementation and achievement of HR objectives across key HR functions. Analyze and interpret HR data and trends related to recruitment, performance management, learning and development, compensation and benefits, employee relations, and other relevant HR areas, providing accurate and timely insights to support informed decision-making and continuous improvement.

The task of the HR Expert shall be:

Recruitment, Onboarding & Offboarding:

- Support the delivery of timely recruitment and selection processes and ensure completeness of all recruitment documentation.
- Coordinate and facilitate new hires onboarding in close collaboration with line managers.
- Ensure that departmental inductions are properly scheduled and mandatory trainings are accessible.
- Ensure that new hires receive the necessary equipment and resources, including ID cards, laptops, mobile phones, and other applicable items to perform their roles effectively and become fully engaged within the organization.
- Coordinate the employee offboarding process, ensuring timely, compliant and well-documented separation of employees.

Contracts Management:

Ensure the timely preparation of employment contracts (new contracts, contracts amendments, end of contract notification...etc).

Compensation & Benefits:

- Verify the monthly payroll records submitted and ensure that all payroll calculations are accurate and compliant with WHH procedures and applicable legislation before obtaining the HR Coordinator's sign-off and releasing the payroll.
- Ensure that staff benefits are accurately communicated, administered, and verified in a timely manner, in accordance with applicable policies and procedures.
- Support HR Coordinator on annual pay review period.

Performance Management:

- Ensure full compliance with the required procedures and timelines for the Employee Dialogue process, including goal setting and performance evaluations during probation, mid-year, and annual review periods.
- Follow up with managers and employees to ensure timely completion, proper documentation, and adherence to established requirements.
- Provide HR support in identified performance-related issues, provide guidance on the development, implementation, and monitoring performance improvement plans, ensuring a fair, consistent, and timely process in line with HR policies and procedures.

Learning & Development:

- Develop and continuously improve Learning and Development plans by analyzing performance data, identifying skills and competency gaps across departments, and advising management on development opportunities and priorities to support team growth and organizational needs.
- Communicate available training opportunities and calendars to staff in a timely manner.

- Collect and analyze training feedback and support the evaluation of training programmes to assess their effectiveness and identify areas for improvement.

Employees Relations:

In coordination with the HR Coordinator, handle employee relations matters, including grievances, disciplines, and workplace conflicts, in a professional, fair, and confidential manner.

HR Reporting & Analytics:

- Gather, clean, and maintain accurate HR data from multiple sources (HRIS, Employees Files,..etc.) and ensure data integrity, confidentiality, and compliance with data protection regulations.
- Conduct analyses on HR data (e.g. recruitment, compensation & benefits, performance, , training, employee relations, turnover, diversity, ...etc.), identify trends, submit on regular basis with recommendations.
- Translate complex HR data into clear, actionable insights and compelling narratives tailored to the needs of HR and management teams, supporting informed decision-making and strategic planning.
- Recommend improvements to HR systems and processes based on data insights.

HR Operations & Compliance:

- Support the HR Coordinator in:
- Ensuring line managers and staff understand all WHH HR policies and procedures.
- Running periodic HR audits and ensure the accuracy, completeness, and quality of staff records and files, provide guidance and recommendations in areas of improvement and highlight any potential risks or non-compliance.
- Stay informed of changes and updates to applicable local laws and regulations, assess their implications for HR practices, and ensure relevant policies and processes remain compliant.

Required Qualifications:

Position open to Syrian nationals only and will be based in Damascus or Aleppo office.

A bachelor's degree in a Human Resources Management / Business Administration or any relevant field from a recognized university with minimum of three years of similar experience or the equivalent of five years or more of professional experience in a HR Role, preferably in a non-profit organization.

Skills/knowledge:

- Experience should include Recruitment, Performance Management, Learning & Development, HR Analytics, Compensation and Benefits Administration, Leave Management, and Personnel Management.
- Experience in dealing with databases and reporting using advanced excel.
- Well-developed interpersonal and team skills and proven ability to be flexible in demanding situations.
- Strong analytical and communication skills.

Desired qualification

- Familiarity with local laws and regulations affecting non-profit operations in Syria and Turkiye.
- Language Skills: English and Arabic required (written & spoken), Turkish desired.

The HR Expert will be obliged to maintain confidentiality regarding all information obtained in the course of his/her work during the employment at Welthungerhilfe and thereafter.



How To Apply :

- Please send your application/CV in ENGLISH LANGUAGE via our online recruiting system by August 24, 2026
- CVs will be reviewed on a rolling basis due to the urgency of filling this position.
- We encourage female candidates to apply
- 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 : [HR Expert \(Syria, Lebanon & Türkiye\)](#)