



**International Rescue Committee
Syria Country Program**

Job Description

Job Title: Compensation and Benefits Manager

Grade: 7B - Manager

Department: Human Resources

Location: Damascus, Syria

Background/IRC Summary:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises, helping to restore health, safety, education, economic wellbeing, and power to people devastated by conflict and disaster. Founded in 1933 at the call of Albert Einstein, the IRC is one of the world's largest international humanitarian non-governmental organizations (INGO), at work in more than 40 countries and 29 U.S. cities helping people to survive, reclaim control of their future and strengthen their communities. A force for humanity, IRC employees deliver lasting impact by restoring safety, dignity and hope to millions. If you're a solutions-driven, passionate change-maker, come join us in positively impacting the lives of millions of people worldwide for a better future.

The IRC has operated in Syria since 2012, providing protection, health, economic recovery, and early childhood development programs in Idlib, Aleppo, Ar-Raqqa, Hassakeh, and Deir ez-Zor, with new programs expanding into Hama, rural Damascus, and Homs. With a team of over 350 members, the IRC has established trust and strong community relationships, ensuring access and effective service delivery.

Our longstanding experience in the country to date provides a strong foundation for the IRC to further adapt and expand its programming across Syria, in order to respond to the new realities, with a greater focus on resilience and recovery initiatives. Alongside this, the IRC also plays a significant role in Syria's NGO, donor, and coordination forums, holding key positions and actively engaging in advocacy efforts.

Job Overview/Summary:

Under the supervision of the HR director, The Comp & Ben manager for organizational structure, Compensation and benefits -WOS designs, develops, executes, and communicates Syria country program's compensation and benefits guidelines, policies, and procedures. The HR Manager Of C&B will ensure the compensation in all four geographical locations we operate in remain competitive by keeping current with both sector-specific and general compensation trends and best practices to enhance IRC's ability to attract and retain employees. The C&B Manager also works with different departments to ensure structural changes are in line with our global guidelines.

Major Responsibilities:

- Responsible for the design and preparation of the payroll process and templates and administration of staff benefits and other monetary/non-monetary benefits
- Subject matter expert on current market practices and trends to ensure compensation policies, procedures, and practices are externally market competitive.
- Ensures country salary structure reviews are conducted in accordance with IRC's compensation guidelines and methodology.
- Ensures compliance with all applicable local regulations and laws related to IRC's compensation practices. Interprets and implements financial regulations according to the government laws, local regulations .
- Create /Generate annual Tax report and reconcile it against payroll records, and ensure report is submitted on time and on a monthly basis.
- Prepare and update the international staff Payroll Information Sheet on monthly basis and share it with finance in a timely manner including all supporting documents.

- Owns Syria country program job analyses and Job evaluations processes to determine appropriate salary bands and compensation levels. Updates annual salary band structure according to the organization's need, maintains internal equity and external market competitiveness .
- In coordination with People & Culture Director and Global/regional Compensation and benefits lead, design compensation training to build national HR team's compensation capability, educate leaders and staff. Create compensation reports and tools to improve effectiveness of compensation Administration.
- Develop and maintain a tracking system to analyze metrics to ensure effective pay decisions and pay strategies & practices.
- Make recommendations for adjustments to policies and processes when appropriate.
- Partnering with grants & Finance teams in the development process of new proposals to ensure proper pay, benefits and bonus information are factored and taken into consideration.
- Coach and mentor compensation and benefits team to ensure HR performance excellence.
- Manage the performance of the compensation and benefits team by ensuring they have challenging objectives, provide both administrative and technical support, on-the-job training, and ensuring they are regularly updated with new initiatives, policies and procedures.
- Ensure an up to date and accurate record management system is in place and that staff files (both electronic and physical) are updated in compliance with IRC audit checklist.
- Considered as the Technical lead for HRIS system ensuring all data is accurate and up to date, HR team is trained and supported in the implementation of the HRIS, liaison between the team and HRIS support for troubleshooting and improvement.
- Finalize exit clearance and prepare final settlement following the IRC national/International handbook for all employees and release the final settlement on a timely manner with the liaison of finance department.
- Model, encourage and implement active practice of the principles of the "IRC Way – Global Standards for Professional Conduct".
- Maintain a healthy and empowering environment that encourages open, honest, and productive communication among staff—while upholding strict confidentiality—when addressing matters related to structure, compensation, and benefits information.
- Provide direct support to PCD and People & Culture Partners on staff communications relating to benefits and compensation to ensure clear, consistency and transparency in communications.
- Perform other duties as assigned and contribute to the success of the People & Culture department and function at IRC.

Staff Performance Management, Learning & Development:

- Supervise, and build the capacity of team members in relevant technical and management competencies.
- Develop and implement remote management capacity building approaches to build the strengths the P&C teams in Syria.
- Coach, train, supervise and mentor direct-report staff, including communicating clear expectations, setting annual performance objectives, providing regular and timely positive and constructive performance feedback, and providing documented semi-annual performance reviews.
- Maintain open and professional relations with team members, promote a strong team spirit and provide oversight and guidance to enable staff to successfully perform in their positions.
- Approve and manage time, attendance and leave requests to ensure adequate departmental coverage; ensure monthly, accurate timesheet submission and carry out probationary reviews.
- Provide a measurable learning & development plan including on-the-job learning with the aim of strengthening technical capacity for whole IRC national staff , Identify TNA and organisational technical gaps in order to inform strategy development providing guidance on staff succession plans & career paths.
- As required, identify staff performance issues and work with staff to document and address these in accordance with the National Staff Employment Policies.
- Contribute with PCD to promote and monitor staff care and well-being initiatives . Model healthy work-life balance practices.
- Support PCD with appropriate interventions in response to identified staff care needs of both national and international staff.

Look for opportunities to support staff in their career growth, where appropriate. As part of succession plan and nationalization goals, identify, train and develop capability and capacity of national staff to successfully transition role and responsibilities to local staff **Job Requirements:**

- Bachelor's degree in a relevant field such as Human Resources, Business Administration, or a related discipline from an accredited college or university.
- A minimum of 4 years of progressively responsible experience in compensation and benefits design and administration within an organization, preferably in an NGO or multinational company context, including exposure to international compensation frameworks.
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- Strong **analytical, planning** and **organizational** skills.
- Demonstrated ability to communicate effectively and professionally.
- Ability to work independently; with hands on analytical tools
- Proactive and strategic mindset.
- Attention to detail and understanding of quality review process.
- Experience with business process design/continuous improvement.
- Proficiency with Microsoft Office tools, especially Excel, HRIS software and related reporting tools (BI, and ADP preferred)
- Demonstrates professionalism in meeting deadlines.
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Demonstrated Skills and Competencies:

- A commitment to IRC's mission, vision, values and IRC Way – Professional Code of Conduct.
- Credible written, presentation and verbal communication skills; ability to convey information effectively and solid experience providing training and staff development
- Validated sense of professional discretion, integrity, and ability to handle complex situations diplomatically and to effective resolution.
- Excellent management and interpersonal skills and a solid ability to promote harmonious/cohesive teamwork, in a cross-cultural context.
- Validated ability to plan long-term, organize priorities and work under administrative and programmatic pressures with detail-orientation and professional patience.
- Highly collaborative and resourceful; ability to establish positive working relationships with senior level management and all other partners to maximize cooperation and productivity.
- Curiosity, a desire of continuous learning is an added value.
- Analytical ability in creating effective solutions to complex matters while adhering to labor laws and internal policies.

Language/Travel:

- Fluency in Arabic and English (written and spoken) is essential.
- Travel: program sites as needed 30 %

Key Working Relationships:

- **Position Reports to:** People & Culture Director (PCD)
- **Position directly supervises:** Com & Ben SR Officer
Position provides technical support to: IRC Syria program and partner staff; Syria Program senior management
Other Internal and/or external contacts:
- **Internal:** All staff and departments in WOS offices.
- **External:** Comp & Ben consultancy firms , Legal advisor

How to apply:

Interested candidate can apply to this link: [Compensation & Benefits Manager / Damascus – Fill out form](#) before 16th April 2026.

Professional Standards: IRC staff must adhere to the values and principles outlined in IRC Way – Global Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, IRC operates and carries out policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti-Workplace Harassment, Respect at Work Fiscal Integrity, and Anti-Retaliation.

Accountability to Clients: IRC staff must adhere to the commitment of contributing to the sustainability and development of its (CR) Client Responsiveness Mechanisms, preserving the culture of prioritizing the needs of our clients and affected communities by systematically listening to their perspectives and using their feedback to make programmatic decisions and give them greater influence over program design and delivery.

Gender Equality: IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances.

Diversity and Inclusion: At IRC MENA, we are passionate about creating an inclusive workplace that promotes and values diversity. Organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, nationality, and perspective are validated to be better organizations. More importantly, creating a safe workspace environment where everyone, from any background, can do their best is the right thing to do. So, bring your whole self to work.

IRC is committed to creating a diverse, inclusive, respectful and safe work environment where all persons are treated fairly, with dignity and respect. In keeping with our core values of Integrity, Service, Accountability and Equality, IRC strives to maintain a work environment built on mutual respect in which all individuals treat each other professionally, and free of bias, prejudice, and harassment. IRC expressly prohibits and will not tolerate discrimination, harassment, retaliation, or bullying of IRC Persons in any work setting. All IRC staff, wherever they are located, are accountable for creating an environment free of discrimination, harassment, bullying, and retaliation.
