



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: HR Assistant.

Contract type: Consultancy.

Length of Assignment : 3 months.

Duty Station: Damascus – Main Office.

Number of Vacancies: 2.

Application Closing Date: May 20,2026, 4:00PM.

❖ **JOB SUMMARY :**

The function of the HR Assistant is to provide support to the HR Department in recruiting for the MOU and scanning & archiving.

❖ **MAIN TASKS AND RESPONSIBILITIES**

A. File Management:

- Sort, prepare, and scan physical employee documents into digital format
- Ensure all scanned documents are properly labeled and filed electronically
- Maintain confidentiality and ensure data protection protocols are followed
- Assist with organizing and archiving physical files

B. Additional Support:

- Provide administrative support to the HR team as needed
- Assist with scheduling interviews or meetings when required
- Support any HR-related events or initiatives

C. Recruitment:

- Support the recruitment process through participating in longlisting, contacting candidates, scheduling interviews and other related assignments as necessary.

❖ **Required Qualification, Skills, and Experience:**

D. Minimum Requirements

- ✓ High school diploma, institute or bachelor's degree.
- ✓ Previous experience of working with NGOs.

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Life Insurance.

❖ **Ethical Conduct at International Medical Corps**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.

If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com.

Please do not submit your CV or application to this website; it will not be considered for review.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

To apply for this vacancy please click on the following link and fill in the required information:

[HR Assistant-SCS-HR-HA 20052026](#)

Alternatively, scan the following QR code by your mobile camera:

