NRC NORWEGIAN REFUGEE COUNCIL

NRC in Syria

In 2026, an estimated 15.6 million people in Syria, more than 61% of the population, continue to need humanitarian assistance, nearly 46% of whom are children. The fall of the former government in December 2024 raised hopes for the country's future and for people affected by the crisis. However, insecurity, economic hardship and extensive humanitarian needs persist, alongside emerging opportunities to support Syria's recovery. Since December 2024, approximately 1.7 million refugees and more than 2 million internally displaced people (IDPs) have returned to their areas of origin, while an estimated 5.5 million people remain internally displaced.

The Norwegian Refugee Council (NRC) has been a leading humanitarian actor in the Syria response, both inside the country and across the region, since 2012. Operating amid protracted conflict, socioeconomic deterioration, climate change and natural disasters, NRC delivers emergency assistance, transitional support, early recovery and resilience programmes to people affected by displacement and crisis. NRC also leads advocacy efforts to promote safe, sustained and unimpeded humanitarian access across Syria and calls for increased humanitarian funding and investment in resilience and early recovery to address urgent needs and support communities in rebuilding their lives.

Role and responsibilities:

In addition to administrative duties, Human Resources Technical Assistant is also often responsible in recruiting, hiring, and training new Contingent Workers. Also responsible about gathering information, verify and manage database(s), securing employees information.
Support human resources processes by administering tests; scheduling appointments; conducting orientation; maintaining records and information any supporting CWs payments.

Generic responsibilities
- Adhere to NRC policies, tools, handbooks and guidelines
- Assist with the implementation of the support function portfolio according to plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- Promote and share ideas for improvement of the support function
- Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines,

policies and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.

Specific responsibilities
Human Resources:
Recruitment:
- Verifying and processing assigned recruitment requests in coordination with the hiring manager.
- Participate in leading start-up meetings, and support in longlisting and shortlisting as required
- Announce, close vacancies, and collect applications from different sources.
- Support in recruitment logistics arrangements (booking the room, computers, chairs and stationery).
- Leading interviews and tests process, verifying reference check, and preparing offers.
- Prepare recruitment reports and verifying recruitment data.
- Verifying and maintaining recruitment archiving system and securing supporting documents.

Compensations & Benefits:
- Collecting, categorizing, and data-entry on HR System for all documents related to payroll (timesheet, attendance sheet, leaves, travel orders, overtime ...etc.)
- Verifying and maintaining HR archive (softcopies, hardcopies, and database), doing periodical spot-check about data accuracy and reporting missing documents.
- Support in gathering and updating information, documents, and all data related to staff personnel.
- Follow-up and support in managing medical insurance requests as needed.
- Support in preparing new hires contract and joining documents.
- Support in the exit process of departing staff.

Capacity Building:
- Conducting orientation and induction for new CWs about HR related system, policies, procedures, and practices (including Code of Conduct, Whistleblowing, Preventing Corruption ...etc.)
- Updating tracking sheets and archiving soft and hard documents related to training and performance management.
- Consolidating "Training Applications", preparing attendance sheets, verification sheets and handling trainings feedback.

Administration:

- Maintain a stock of kitchen, cleaning supplies, stationery and visibility items and provide staff members with the needed items upon request.
- Manage the accommodation of staff and visitors in hotels, from booking to verification sheet.
- File and scan supporting documentation, submit to the Finance department.
- Initiate PR /payment of office stationery, kitchen supplies, office furniture, accommodation and venue costs when needed.

Qualifications

Generic professional competencies:

- 2 to 3 years' Experience in Human Resources Function
- Bachelor’s degree in related field (Human Resource, Business Administration, Human Sciences …etc.).
- Previously working with INGOs
- Fluency in Arabic and English, both written and verbal
- Previous experience in performing in complex and volatile contexts

Context related skills, knowledge and experience:

- Knowledge in Human Resources fundamentals & Practices
- Knowledge in dealing with HRIS
- Knowledge in Syrian Labour and Social Security laws.
- Analyzing data & Report writing
- Experience with Office applications (Word-Excel, Access Visio and PowerPoint)

Personal qualities

- Analyzing
- Planning and delivering results
- Working with People
- Communicating with impact and respect

We can offer

Duty station: North-West Syria Area Office (NWS) - Aleppo
Required Number of employees: 1
Contract: Till the end of 2026. Renewable, based on funding and performance.
Salary/benefits: Grade 4 of NRC's salary scale (NRC Grade profile)

Female candidates are strongly encouraged to apply.

Candidates who do not provide complete and detailed information in the online application form will not be considered.

The application deadline is 25 Nov 2026.

Learn more about NRC's operations in Syria here.

Why NRC?
The Norwegian Refugee Council (NRC) is an independent humanitarian organization helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.
Watch this short video to see NRC in action.
We are looking for people who are passionate about helping refugees and people forced to flee. Are you one of those people? If you are, NRC offers you the opportunity to:
- Do demanding and professional work, often in challenging contexts
- Join a work culture that empowers every employee to share ideas and take responsibility
- Be part of a welcoming and supportive community committed to human dignity

Learn more about NRC

To apply for this Vacancy, please copy the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5211169442?link_source_id=0