



APPLICATION GUIDELINES

MAG reserves the right to close this vacancy prior to the published deadline. Applications will be **reviewed on a rolling basis**, and candidates are encouraged to apply early. All applications must be submitted to human.resources.syria@maginternational.org no later than **8th February 2026**.

This position is advertised in advance and remains contingent upon MAG's programme registration, internal approvals, and completion of all regulatory and administrative requirements prior to appointment. MAG does not provide relocation support for this role. Only candidates who already hold valid legal documentation to reside and work in the duty station, in accordance with applicable laws, will be considered.

Qualified and interested candidates who meet the requirements of this vacancy are invited to submit a **CV (maximum three pages) and a cover letter in English as one combined document** to human.resources.syria@maginternational.org. Kindly indicate 'Human Resources Coordinator' as the advertised position title in the subject line of your email.

MAG manages all recruitment processes internally and **does not engage recruitment agencies, brokers, or third-party intermediaries**. All recruitment is **free of charge**. At no stage does MAG request or accept **any payment, fee, in-kind contribution, or financial consideration** from applicants in relation to employment. Due to the volume of applications received, only short-listed candidates will be contacted.

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FURTHER INFORMATION

As part of MAG's safeguarding commitments, this position is subject to background checks prior to confirmation of employment. MAG is committed to diversity, equality and inclusion. We welcome applications from all suitably qualified candidates irrespective of background. We aim to provide an inclusive and supportive working environment where all employees are respected and enabled to achieve their potential. **Women are strongly encouraged to apply.**