

**DEADLINE:** 09 March 2026

**TYPE OF CONTRACT/DURATION:** EMPLOYMENT CONTRACT / 3 MONTHS

**NO OF REQUIRED EMPLOYEES:** 1

**SALARY:** AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

**BASED:** DAMASCUS

#### **ABOUT PUI IN SYRIA**

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia & Deraa ) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

#### **GENERAL OBJECTIVE**

The HR Assistant provides operational and administrative support to the HR Department, with a primary focus on HR systems, personnel records, data accuracy, and process follow-up. The role supports smooth coordination with HR Officers, ensures accurate documentation, and maintains reliable HR data, contributing to efficient HR operations across the mission.

#### **RESPONSIBILITIES AND TASKS**

Participate in the implementation the recruitment policies related to:

##### **HR Systems & Data Management**

- Update and maintain HR systems, databases, and trackers based on validated inputs received from the HR team.
- Ensure accuracy, completeness, and consistency of HR data (personal information, contract details, job titles, grades, etc.).
- Conduct regular cross-checks between HR systems and personnel files.
- Support periodic data validation between systems and physical records.
- Generate basic HR reports when requested (e.g. headcount, contract status, onboarding lists).
- Update system announcements as required.

##### **Personnel Files & Documentation**

- Maintain organized physical and electronic personnel files.
- Archive HR documents in line with internal filing standards.
- Ensure HR files are complete, up to date, and audit-ready

- Support document retrieval during internal or external reviews.

**Recruitment & Onboarding Support**

- Support recruitment administration by:
  - Updating recruitment trackers
  - Organizing applications and CV databases
  - Coordinating interview and test logistics
- Support onboarding processes, including:
  - Preparation of onboarding documents
- Coordination for staff IDs, email accounts, and work tools
  - Tracking completion of onboarding steps
  - Sending welcoming emails to new hires
- Support preparation of employment contracts, amendments, and renewals as assigned.

**Performance & Training Follow-Up**

- Support the HR team in tracking:
  - Probation evaluations
  - Performance appraisal documentation
- Update appraisal and performance trackers based on received documents.
- Maintain training attendance lists and training records.
- Support documentation and filing related to staff training activities.

**Administrative & Operational Support**

- Coordinate HR-related administrative tasks as assigned by the HR Manager.
- Always ensure confidentiality of HR information.
- Support HR Officers during peak workload periods.
- Perform other HR-related tasks as required.

*The tasks and responsibilities outlined in this job description are not exhaustive and may evolve according to project and operational needs. The employee may be requested to perform other duties as assigned by the Line Manager.*

**Qualification:**

- **Education & Training:**
  - Bachelor degree in Business Administration, Human Resources or Law or any relevant field.
- **Professional Experiences:**
  - At least 3 years of experience in a similar position (NGOs/private companies)
- **Knowledge and Skills**
  - High attention to detail and strong organizational skills.
  - Ability to manage data accurately and meet deadlines.
  - Discretion and respect for confidentiality.
  - Ability to work under supervision and follow established procedures.
  - Good communication and coordination skills.
  - Accurate/Attention to Details

- **Languages**
  - Arabic
  - English fluently.
- **Computer Skills:** professional level in using MS Office (including Word, Excel, Outlook, PowerPoint), Visio, Proficient user of HR Software.
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- **Technical skills:**
  - Good knowledge of Syrian Republic labor law and regulations.
  - Data analysis and reporting skills.

Dear Applicant,

To apply for this Vacancy, please click on the link below:

[https://docs.google.com/forms/d/e/1FAIpQLSdFDvKkuQ66LTJCKfQ0okrnRE1GGidzINwYmT1zIR3L6\\_x0ZA/viewform?usp=publish-editor](https://docs.google.com/forms/d/e/1FAIpQLSdFDvKkuQ66LTJCKfQ0okrnRE1GGidzINwYmT1zIR3L6_x0ZA/viewform?usp=publish-editor)

If the link above does not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.

***We strongly encourage qualified female candidates to submit applications for the position.***