
NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role Specific Information

The Human Resources & Administration Officer is responsible for overseeing various day-to-day HR and administration activities at the area office in line with NRC's policies and procedures.

Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated HR & Admin function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function
6. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
7. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
8. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner

Our Ideal Candidate:

Competencies are important for the employee and the organisation to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

Generic professional competencies:

- 3 to 4 years' Experience in Human Resources Function preferably in humanitarian/recovery context
- Bachelor's degree in a related field (Human Resource, Business Administration, Human Sciences ...etc.).
- Fluency in Arabic and English, both written and verbal
- Previous experience in performing in complex and volatile contexts

Context related skills, knowledge and experience:

- Experience with Human Resources fundamentals & practices
- Hands on experience in handling recruitment processes
- Knowledge in Syrian Labour and Social Security laws.
- Experience with Office applications (Word-Excel, Access Visio and PowerPoint).
- Strong analytical skills and attention to details.

- Strong communication, follow up and organisational skills.
- Good cultural awareness and sensitivity.
- Excellent skills in MS office programmes (MS Excel, Word, PowerPoint, database)

2. Behavioural competencies:

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Analysing
- Planning and delivering results
- Working with People
- Communicating with impact and respect
- Initiating action and change.
- Empowering and building trust

What do we offer:

- Duty station: Damascus, Syria.
- Contract: Till the end of June 2026. Renewal based on funding and performance.
- Salary/benefits: According to the NRC's salary scale and terms and conditions

IMPORTANT Considerations:

- This position is open to **Internal and External candidates**. Qualified internal candidates will be given priority during the selection process.
- Application deadline is **18 January 2026**.
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

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

https://23109900.webcruiter.no/Main/Recruit/Public/5060652685?link_source_id=0