

**DEADLINE :** 13 February 2026

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

**NO OF REQUIRED EMPLOYEES:** 1

**SALARY:** 3.035 USD

**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, Lattakia & 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**

HR Coordinator works in close collaboration with the whole coordination team to ensure proper management of national human resources of the mission accordance with national legislation by:

1. Finalize and implement the Human Resources policy in accordance with the PUI strategy and Labor Law
2. Review and standardize HR procedures, tools and templates
3. Support the administration departments in the bases with any HR matters

#### **RESPONSIBILITIES AND TASKS**

As direct responsible for all HR matters, the overall objective of the HR Coordinator is to ensure the good management of local human resources for the mission including by reviewing the existing procedures, tools and documents to ensure transparency and fairness, based on an internal diagnosis, in particular:

- HR Policy definition and application: According to the mission strategy, S/he leads the development of PUI's HR policy in the mission in accordance with the country of operation's relevant legal framework (including fiscal aspects) and the organization's policies and guidelines (including antifraud, protection, abuse prevention, etc.)
- Administrative management and processes: S/he oversees and acts as ultimate reference in the administrative management of national teams as a whole (recruitment, pay, monitoring, appraisal, training, end of contract, filing, etc.), with a specific and strong support in regards with the payroll system and tools.
- Administrative management of expatriate staff: You will support the HoM in the HR and administrative management of the mission's expatriate staff
- Recruitment process and tools: Given the age of the mission and the security context, the recruitment procedures and tools need to be reshaped to ensure a transparent, fair and competence-based recruitment system.

**Specific objectives and linked activities:**

- 1. ENSURE THE DEFINITION, REVIEW, ROLLING-OUT AND CONTROL OF PUI'S HR POLICIES**
  - S/he produces and proposes updates to the HR policy in terms of policy, procedures and tools, relating to the different stages of the mission's HR cycle in link with the HR development Head of Department.
  - S/he guarantees the application and the dissemination of PUI HR policies and procedures, once validated by the Head of Mission and Headquarters
  - Along with the Head of Mission and designated focal points on the mission, S/he ensures that the institutional Policies against Sexual Exploitation and Abuse, and for Child Protection are known, understood and applied by all employees at all time.
  - S/he is responsible for implementing an appropriate and effective whistleblowing mechanism.
  - S/he continuously oversees and controls the implementation of the HR policies, procedures and tools, watches for any modifications or updates needed and provides alerts and recommendations based on his/her observations. S/he also ensures an ongoing assessment of the procedures and tools including by collecting feedbacks.
  - He / She sets up an HR strategy for his / her department in connection with the overall Country strategy and the various other departments.
  - He / She monitors a national and expatriate HR dashboard monthly for the mission in order to have an analysis of the HR needs and potentials on the mission.
  - He / She also develops and maintains relations with partner entities, in particular by attending the NGO coordination forum in terms of administration and human resources.
- 2. PROVIDE ADMINISTRATIVE MANAGEMENT AND FACILITATE CAREER MANAGEMENT**
  - S/he ensures that the recruitment process and tools (recruitment follow-up, shortlisting guidelines and tools, standard test and interview forms, recruitment analysis table/scoring grid, reference check form, etc.) is well implemented proposes improvements.
  - S/he supervises the organization of recruitments and the involvement of the departments concerned as well as the line manager (request, job description, offer, test, interview).
  - S/he participates in the validation of recruitment requests according to the budget and target organization chart.
  - S/he is responsible of the contractual amendments follow up.
  - S/he ensures the correct application of disciplinary sanctions and dismissal decisions in accordance with the Labor Code.
  - She/He ensures that good management is put in place on the mission in order to prevent the risks of poor HR management in collaboration with the head of mission and head office.
  - S/he ensures the constitution of administrative files for the personnel and monitors that employee documents are in accordance with working for PUI in the country.
  - S/he defines the procedures and gives necessary support for integration of new employees.
  - S/he ensures regular reviews of the remuneration package (fixed and variable elements), defines the complementary advantage packages (compulsory or not: medical cover, per diem, insurance, travel expenses...) based on external benchmarking in the country, and ensures their equal implementation, once validated by the Head of Mission and Headquarters. S/he produces a formal detailed salary grid accordingly.
  - S/he supervises pay operations including elaboration of a functional payroll tool. S/he supports the validation of monthly payrolls and monitoring of all kinds of absences. S/he ensures the proper validation of all promotions and pay increases.
  - S/he monitors the smooth running of the appraisal system for all the employees of the mission. S/he reviews the existing guidelines and tools, provides training to the managers

and officers and ensures fair and effective employee evaluations on a regular basis. In close cooperation with the managers, S/he identifies training needs, follows up on capacity building and professional development of the employee. Within the financial and strategic limitations of the mission, S/he coordinates the organization of internal and external trainings accordingly.

**3. SUPPORT TO THE ORGANIZATION OF WORK**

- S/he participates in the elaboration of staffing organization charts, is attentive to the coherence of team composition, in terms of task sharing and responsibilities, definition of hierarchical and functional links, job titles.
- S/he elaborates the job classification grid, updating it when necessary, and monitors its strict application in the field. S/he participates in the elaboration of standard job descriptions and validates them according to the classification grid.
- S/he participates in the definition of Human Resources requirements within the framework of the drafting of project proposals and possible amendments.
- She/He ensures that the teams work in good conditions and proposes to improve the work environment as well as the group spirit (team building, regular meeting).
- S/he responds to requests from team leaders, advises them and accompanies them where necessary.

**4. MANAGEMENT OF HR-RELATED RISKS**

- In close collaboration with the Finance Coordinator and with proper consideration of budgetary constraints, S/he monitors salary costs, carries out financial projections, anticipates and provides alerts when necessary.
- S/he ensures that the HR rules and procedures are in accordance with current employment legislation, ensures social monitoring and carries out updates where necessary. S/he is the focal point with any legal advisor when required to ensure the respect with the country laws and regulations.
- S/he is responsible for defining and implementing appropriate work conditions, in particular concerning health, well-being and safety rules.
- He / She participates in the prevention of risks and abuses and reports any inappropriate behavior to the head of mission.
- S/he is attentive to the risk of abuses of authority (between local employees or from expatriates towards local employees, in whatever form) and reports all inappropriate behavior to the Head of Mission. To that extent, S/he defines, implements, and monitors a staff complaint, conflict resolution and personnel representation system for labor claims, sensitive HR complaints and overall staff satisfaction.
- S/he is responsible for managing the files for all the personnel (on staff or not), the updating of data and their physical and electronic archiving.
- She/He is the link between the staff representatives (whose election he / she organizes) and the Head of Mission.

**5. SUPERVISE AND MANAGE HR TEAMS**

- S/he oversees the entire HR team, directly or indirectly. S/he updates the organization chart of the HR team and writes or validates job descriptions and performs or delegates assessment interviews.
- S/he leads working meetings, arbitrates conflicts, and determines priorities and timing of activities.
- S/he participates in the recruitment of HR team members.
- S/he ensures and/or supervises ongoing training in procedures and PUI tools for national and international members of the HR team, in the capital and on bases.

- S/he ensures that the updated tools approved by HQ are being used in the field and that training is conducted if needed.
- S/he supports the Field Coordinator and Admin Manager in the performance of their HR activities, in a functional, not hierarchical, relationship.
- S/he develops the action plan for the HR department according to the objectives defined in the mission's strategy.

**6. ENSURE THE FLOW OF INFORMATION, COORDINATION AND REPRESENTATION ON HR ISSUES**

- She/He is the technical referent in team management and administrative team management.
- S/he ensures efficient flow of information to field teams, the capital and headquarters in facilitating meetings between the different departments.
- S/he participates in the drafting of reports on internal operations in all HR matters and issues of the mission.
- S/he ensures HR coordination at the mission level through regular visits to bases, controls, monitoring, training, etc.
- Externally, s/he represents PUI with the relevant national and local authorities.
- S/he also develops and maintains relationships with local or/and international partner entities, particularly in the context of NGO coordination

*tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The employee could be requested to perform other tasks as his/her Line Manager may judge necessary.*

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**Qualification:**

- **Education & Training:**
  - Bachelor/master's degree in HR management or other relevant qualification
  - Project management
- **Professional Experiences:**
  - At least 10 years of experience in a similar position (INGOs Preferable /private companies)
  - Previous experience in HR or administration related positions at coordination level.
  - Capacity building and staff training
- **Knowledge and Skills**
  - Syrian Labor Law and Database Salary management
  - Team management
  - Capacity building / staff development
  - Previous experience in volatile contexts or conflict zones
  - Administrative management
- **Languages**
  - Arabic
  - English fluently.
  - French would be a definite asset.

**Required Personal Characteristics (fitting into the team, suitability for the job and assignment)**

- Ability to work independently, take the initiative and take responsibility.
- Resilience to stress
- Diplomacy and open-mindedness
- Good analytical skills
- Organization and ability to manage priorities.
- Proactive approach to making proposals and identifying solutions.
- Ability to work and manage professionally and maturely.
- Ability to integrate into the local environment, taking account of its political, economic, and historical characteristics.

Dear Applicante,

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

<https://docs.google.com/forms/d/e/1FAIpQLSebJTLkDr1HpyMFkHHTOI7BFfFlgsgcBEXSxrJwfCtez5EIDA/viewform?usp=publish-editor>

If the link above dose 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.**