



Recruitment Assistant

**Recruitment Assistant
Damascus, Syria**

We are looking for a highly qualified individual to fill-in the vacancy of Recruitment Assistant to work in Damascus under employment contract.

Who are we?

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs).

About the job

The overall objective of this job is to support the proper and timely implementation of the recruitment process for Service Providers as per DRC Recruitment Policy.

Duties and Responsibilities

Recruitment of Service Providers

- Check the received Recruitment Authorization Forms and documents.
- Prepare and post the Job Advertisements.
- Screen the received job applications, create a shortlist and share it with the hiring manager.
- Schedule and arrange for the interviews including the preparation of interviewing questions in agreement with the hiring manager.
- Participate in the interviewing panel and ensure proper documentations of the interviewing assessment documents.
- Handle the reference check of all levels of selected candidates and share the feedback with the interviewing committee and Recruitment Officer
- Communicate with the selected Service Providers to inform them about the contract terms



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Application due:
3/28/2017

Workplace:
Damascus

Homepage:
drc.ngo

Contract type:
National contract

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- Liaise with the Compensation and Benefits Assistant on the preparation of service contracts for the selected Service Providers
- Update the recruitment tracker and reflect the actual progress.

Support to the Recruitment unit:

- Assist the Recruitment Officer in the recruitment process of Assistants, Officers and Consultants.
- Handle written tests arrangements (call shortlisted candidates, book meeting room)
- Send rejection letters for not selected candidates through Talent Recruiter system
- Assist in the preparation and periodic update of the quarterly recruitment plan.
- Assist in the organization and implementation of the new recruits induction program.
- Assist in the translation of ToRs when needed.

About you

In this position, you are expected to demonstrate DRC' five core competencies:

Striving for excellence: You focus on reaching results while ensuring an efficient process.

Collaborating: You involve relevant parties and encourage feedback.

Taking the lead: You take ownership and initiative while aiming for innovation.

Communicating: You listen and speak effectively and honestly.

Demonstrating integrity: You act in line with our vision and values.

To be successful in this role you must have:

- University Degree in Business Administration, Law or any other related field
- Major in Human Resources Management or professional certificate in HR is an advantage
- Minimum two years of work experience in Human Resources including one year in Recruitment.
- Prior or recent working experience international NGOs or UN agencies is an advantage
- Very good command of both written and spoken English is a must.
- Good usage of computer applications
- Full respect for client/organization confidentiality is a definite pre-requisite
- Ability to work in a multicultural environment with flexibility and respect for all team members

We offer

DRC will offer the successful applicant a six month contract, renewable dependent on both funding and performance. Salary and conditions will be in accordance with Danish Refugee Council's Terms of Employment for National Staff for the Assistant level.

Application process

Interested? Then apply for this position, go to <https://drc.dk/about-drc/vacancies/current-vacancies>, search for this vacancy and click on "Apply for position". All applicants should send a cover letter and an updated CV in the same language as the vacancy note. Applications close on the 28th of March 2017.

If you have questions or are facing problems with the online application process, please contact job@drc.dk

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc

The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organisation founded in 1956 that works in more than 35 countries throughout the world. We are the largest humanitarian NGO in Denmark and consistently ranked as one of the world's best NGOs according to Global_Geneva.

We fulfil our mandate by providing direct assistance to conflict-affected populations – refugees, internally displaced people and host communities in the conflict areas of the world. We also advocate on behalf of conflict-affected populations globally on the basis of humanitarian principles and the Human Rights Declaration. Our work and long-term strategies are guided by our five core values: Humanitarian approach - Respect - Independence & neutrality - Inclusion - Honesty & transparency.

You can read more about our vision and work on drc.ngo.

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