



HR Assistant

HR Assistant
Damascus, Syria

We are looking for a highly qualified individual to fill-in the vacancy of HR 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 handle the daily work and transactions related to personnel files and documents, attendance system and leaves tracker, compensations and benefits (including Social Security and Health Insurance) in addition to providing support to line supervisor in training and performance management activities.

Duties and Responsibilities

- Ensure the proper filing of staff personnel documents in both hard and soft copies (scanning) and update the staff database.
- Process the leave or mission requests on the attendance system and update the leave tracker.
- Monitor the daily transactions on the attendance system to solve any discrepancies and complete missing data.
- Assist in the preparation and follow up of documents and forms related to the staff compensations and benefits including the Social Security and Health Insurance.
- Assist in preparing different types of HR related letters and certificates.



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Application due:
4/9/2017

Workplace:
Damascus

Homepage:
drc.ngo

Contract type:
Non-manager

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- Assist in the activities relates to the training and performance Mangement preparation and update the personnel files and staff database.
- Other duties relevant to the nature of the job as requested by the line supervisor.

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 or Law or Social Sciences or any other related field.
- Major in Human Resources Management or professional certificate in HR is an advantage
- One - two years of experience in Human Resources is preferable.
- Basic knowledge in the Syrian Labor Law and Social Security is preferable.
- Prior working experience international NGOs or UN agencies is an advantage
- Very good command of both written and spoken English is a must.
- Very good computer and MS Excel skills
- 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 9th of April 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.ngo

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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