

---

## **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 more than 360,000 people, out of which more than 150,000 reached in 2018 alone in the Governorates of Damascus, Aleppo and Rif Damascus.

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.

## **Background**

In the strategic period 2022-2025, NRC will continue consolidating and expanding its access in Syria to support protection and resilience of displacement affected populations through inspiring advocacy and an efficient response, anchored on evidence-based decision-making, partnership with national responders and community-driven processes. NRC will rely on highly competent and committed staff who embraces NRC core values, protection policies and code of conduct, and a fit-for-purpose organisational structure to meet the strategic objectives.

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

## **Role Specific Information**

- Ensure adherence with NRC policies, tools, handbooks, and guidelines.
- Implement delegated HR & Admin function portfolio according to plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of documents according to SSD policy
- Promote and share ideas for improvement of the support function
- Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies, and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
- Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.
- Recruitment for G3 below:
- Verifying and processing recruitment requests in coordination with the hiring manager
- Support in interviews and tests process, verifying reference check, and preparing offers.
- Compensations & Benefits:
- Responsible for verifying Timesheet, collecting signatures and archiving
- Responsible for preparing new hires joining documents.
- Responsible for the administrative process of departing staff.
- Capacity Building:
- Updating tracking sheets and archiving soft and hard documents related to mandatory trainings.
- Updating trackers for learning and development, support in logistics arrangements
- Administration:
- Ensure the technical maintenance of all NRC premises (electricity, heating, A/C, plumbing, sewage, repairs, and upgrades in buildings).
- Manage the accommodation of staff and visitors in hotels, from booking to verification sheet.
- Support the setup and preparation of meetings rooms.
- Ensure compliance with safety regulations for handling operations in the premises in cooperation with R&O team leader.

## **Our Ideal Candidate**

- 1-2 years' Experience in Human Resources Function preferably in humanitarian/recovery context

- 
- 1 year of experience in Admin
  - Bachelor's degree in 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.
  - Proven knowledge and experience in procurement and warehousing operations verbal.

**Additional Information**

- Contract period: Up to one year, renewable based on NRC fund and performance.
- Salary/benefits: According to NRC's salary scale and terms and conditions.
- Duty station: North-East Area Office, Qamishli

**To apply for this vacancy, please go through the following link:**

**<https://23109900.webcruiter.no/Main/en-gb/Recruit/Odvert/4789761916#/view/4789761916>**

**IMPORTANT NOTES:**

- The selected candidate is expected to be located in Qamishli city during the working week.
- Candidates who do not fill in the website application form in detail may not be considered.
- Female candidates are strongly encouraged to apply for this position.
- Application deadline is on 8/4/2024.