

## **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**

### **HR**

- Ensure implementation of the recruitment procedures and manage the entire process of national staff recruitment up to grade «5» at area office level. Initiate and support CO with higher-level recruitment processes.
- Contribute to the alignment and design of HR policies, processes and procedures that look to improve organization attractiveness by recommending new policies and practices,
- Monitoring job offers and compensation practices; developing innovative ways to recruit and attract new talents to NRC in line with NRC minimum recruitment standards and SOPs.
- Follow up with HR Technical Assistant for the induction process of new hires, including induction plans, following up mandatory online and classroom training and ensuring line managers are compliant with probation period evaluation.
- Focal point at area office level for implementation of NRC Terms of Employment and all related policies
- Supervise insurance packages for employees, leave tracking, holidays, employment benefits/allowances and verify feedback to the country office focal point.
- Monitor and ensure that the performance management system is being carried out by line managers in a proper manner.
- In consultation with line managers, follow up on individual development needs and source internal and external training provisions as and when required. Update training tracker and report as needed.
- Facilitate training sessions on mandatory training and capacity-building activities for line managers, staff, and HR focal points in the Area Office on topics related to HR operational processes and systems.
- Ensure that personnel filing, leave tracking and attendance system monitoring are carried out properly and according to NRC policies and procedures.
- Ensure correct Payroll transactions and calculations are sent out to the CO on the time required.
- Lead the HR role in tasks related to contingent workers at the area office according to NRC policies and SOPs.
- Ensure that staff Entry and Exit Procedures/checklists including analysis reports are well established and implemented.
- Responsible for ensuring proper data management, ensuring continuous accurate processing, and filing of data, all related personnel documents, official forms, templates, documents, time sheets, pay slips and legal papers as per filing tree guidelines.
- Ensure that all the needed documentation for the internal and external audits is in place when required.

- Promote NRC's expected organizational behaviour and culture among staff through dissemination of HR information and messages to all staff under the area of responsibility.
- Focal point for Duty of Care at the area office and ensure that minimum standards, relevant documents and risk management initiatives and practices in the workplace are met.
- Updating organization charts and support in job evaluation/grading function.
- Answering employees' queries related to jobholder function, and report/escalate any feedback to HR Management. Conduct field visits to all related sub-offices to conduct spot checks, attend related meetings, follow up on various matters and address concerns.
- Active collaboration in any other HR project.

**Admin:**

- Oversee and support all administrative duties in the area office and guesthouses to ensure that the office is operating smoothly and manage maintenance.
- Review monthly reports: trackers (premises, electricity, water, landlines, kitchen supplies) and narrative report.
- Ensure all supporting documents are archived as per SSD.

**Our Ideal Candidate**

**professional competencies:**

- 2 to 3 years minimum experience in Human Resources Functions preferably in a humanitarian/recovery context.
- Bachelor's degree in a related field (Human Resources, Business Administration, Human Sciences, psychology etc.).
- Fluency in Arabic and English, both written and verbal.
- Previous experience working in complex and volatile contexts.
- Experience with Human Resources fundamentals & practices
- Hands-on experience in handling recruitment processes, duty of care, personnel management, and operational activities
- Knowledge of Syrian Labor and Social Security laws.
- Experience with Office applications (Word-Excel, Access Visio, and PowerPoint).
- Strong analytical skills and attention to detail.
- Strong communication, follow-up, and organizational skills.
- Good cultural awareness and sensitivity.
- Excellent skills in MS Office programs (MS Excel, Word, PowerPoint, database)

**Behavioral competencies:**

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

- Analyzing

**Additional Information**

-Contract duration: the contract will be for 6 Months, renewable based on the need, availability of fund and satisfactory performance.

- Salary/benefits: According to NRC's salary scale and terms and conditions.

- Duty station: Syria Northeast Area Office, Qamishli.

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

[https://23109900.webcruiter.no/Main/Recruit/Public/4909438287?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/4909438287?link_source_id=0)