

Preliminary Job Information

Job Title	HR COORDINATOR
Country and Base of posting	SYRIA, BASED IN DAMASCUS
Reports to	DEPUTY HEAD OF MISSION FOR ACCOUNTABILITY
Creation/Replacement	Creation
Duration of Mission	6 months with the possibility of extension

General Information on the Mission

Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency.

The association leads in average 200 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 7 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

The worsening of the security situation in Syria over the past 6 years has led to massive population displacement inside and outside Syria. UN Agencies estimate that the number are registered as refugee by the UNHCR in the neighbouring countries of internally displaced is now reaching 6.5 million (OCHA, 2016), and 4.2 million of people (Lebanon, Jordan, Turkey, Egypt, Iraq).

The Syrian economy has been severely affected by the crisis and is expected to continue to decline. Productive sectors have almost come to a standstill due to insecurity in agricultural as well as industrial areas. Disrupted transport links, electricity and fuel recurrent shortages make worse the daily life of Syrian people. Security issues as well as access to the field remain a huge concern to carry out humanitarian project supporting the conflict-affected Syrian families.

Urgent humanitarian assistance is required in terms of health, food, NFIs, shelter, WaSH, education and livelihoods in order to improve the living conditions of the estimated 13.5 million people in need in Syria (OCHA, 2017). The Syrian Arab Red Crescent (SARC), RC/RC movement, UN Agencies, national NGOs and few INGOs are providing relief to the crisis-affected Syrian population all over the 14 Governorates.

PUI's strategy/position in the country

The current operational strategy for Première 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.

History of the mission and current programs

Based on 10 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 six governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia, Dera'a) and through the following interventions:

- Rehabilitation of collective and private shelters,
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitations, free exam preparations, summer class activities, community based initiatives and psychosocial support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit (PTK),

Configuration of the mission

BUDGET FORECAST 2018	8,000,000 EUROS
BASES	DAMASUCS- HOMS- ALEPPO- LATAKIEH- DARAA- DEIR EL ZOUR-BEIRUT
NUMBER OF EXPATRIATES	6
NUMBER OF NATIONAL STAFF	130
NUMBER OF CURRENT PROJECTS	7

MAIN PARTNERS	UNICEF-UNHCR-UNOCHA-OFDA-UNHABITAT
ACTIVITY SECTORS	Shelter, WASH, Education, Livelihood
EXPATRIATE TEAM ON-SITE	<p>Damascus, Syria: 1 Head of Mission 1 Deputy Head of Mission for Program 1 Deputy Head of Mission for Accountability 1 Logistics Coordinator- Vacant 1 Human Resources Coordinator - Vacant 1 Grants Manager</p> <p>Beirut, Lebanon (remote Office): Transit office</p>

Job Description

Overall objective

Under the supervision of the Deputy Head of Mission- Accountability, the HR Coordinator works in close collaboration with the whole coordination team to;

- ▶ Implement the Human Resources policy in accordance with the PUI strategy and Syria labor law
- ▶ Standardize HR procedures and templates
- ▶ Support the bases with any HR matters

Tasks and Responsibilities

PU mission in Syria expands its activities in 2018-2019 in the current bases and new bases such Daraa & Deir El Zour. With potential new access to new areas. The HR team: only two officers are dealing with the everyday Human resources management and follow-up, but don't have enough time to develop and review all the guidelines and templates needed.

The overall objective of the position is to

- **HR Policy definition and application:** According to the mission strategy, he/she leads the review and development of PUI's HR policy in the mission (when it is needed) 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.)
- **National personnel development:** She/he implements a clear development policy linked to objective setting and builds a plan for training and accompanying to increase the level of employee competencies.

Specific objectives and linked activities

1. HELPING THE DEFINITION AND DEVELOPMENT OF PUI'S HR POLICY APPLICATION

- He/She will ensure the proper implementation of PUI Syria HR strategy and policies, and will participate in the updating of the HR strategy along with HoM and Deputy HoM.
- He/She will work in close partnership with the lawyer in order to ensure the respect of the Syrian legal framework. He/she shall collaborate with the Finance Coordinator for proper consideration of budgetary constraints.
- He/She makes sure that the rules and procedures are known, understood, and implemented by all team leaders and coordinators, and that they have all tools needed for their application (internal regulations, employment contracts, job profiles, etc.).
- He/She will lead the implementation and be the guarantor of PUI's policies, including specific measures and mechanism for Prevention of Sexual Exploitation and Abuse, Anti Fraud and Corruption Policies and Child Protection, along with the DHoM and with the assistance of technical relevant persons for each case if necessary.

2. PROVIDING ADMINISTRATIVE MANAGEMENT AND FACILITATING THE MANAGEMENT OF NATIONAL PERSONNEL

- He/She observes and oversees the actual HR management (recruitment, integration of new employees, functioning of payroll, training, filing)
- He/She will be directly responsible of all HR procedures related to Mission, supported by the HR officers.
- He/she provides recommendations on his/her observations and work with the coordination team to make the necessary improvements.
- He/She will implement a staff complaint, conflict resolution and representation system for labor claims, sensitive HR complaints and overall staff satisfaction.
- He/She will ensure that the Internal Regulations roll out properly and watches for any modifications or updates needed.

3. SUPPORT THE BASES IN THE BASES WITH ANY HR MATTER

- Assess the implementation of the different HR measures and policies at mission level, ensuring feedback and adjusting when required.
- Ensure that all promotions and pay increases pass through a validation process, and assess budget availability along with finance department.
- Travel to bases to support them when required, for specific trainings, salary validations, sensitive issues such as complaints, disciplinary procedures, etc. These requests for support have to be approved by DHoM.

4. NATIONAL PERSONEL DEVELOPMENT

- Keep the medium- to long-term HR development policy for locally hired employees active and updated.
- Ensure that appraisals are conducted according to the procedure by the team leaders
- In close cooperation with the managers, follow-up on the capacity building and professional development of locally hired staff gradually incorporated into managerial positions within the mission.
- Coordinate and support in the organization of all the training efforts within the mission, internal or external, identifying and liaising with providers, searching for training opportunities and markets, helping in the practical organization of interbase trainings and assessing and trying to respond to training needs and requirements within the financial and strategic limitations of the mission.

Prioritization of 3 activities relative to mission environment

- ▶ Ensure that all HR policies and strategy are properly implemented and followed-up, including the process of incorporating locally hired staff to managerial positions, rolling out of internal regulations, setting up an HR complaint and representation mechanism and training and staff capacity building.
- ▶ Implement the update of salary grid for 2019 as the core of a full staff incentive policy aimed to make PUI a competitive employer capable of attracting and keeping talented local personnel for mid and high level positions.
- ▶ Ensure a sufficient quality of the HR work of the mission through capacity building of HR and other staff, updating and developing HR tools and ensuring the correct HR work throughout the mission.

Team supervision

Number of persons to manage and their position (expatriate personnel / national):

- ▶ Direct management: 2 HR Officer (National)

This position is managed by:

- ▶ Line management: Deputy Head of Mission for Accountability

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Bachelor/Master degree in HR management or other relevant qualification	- Project management
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	At least 2 years X At least 2 years	<ul style="list-style-type: none"> - Previous experience in HR or administration related positions at coordination level. - Capacity building and staff training
KNOWLEDGE AND SKILLS	-Team management -Capacity building	Labor law Recruitment Capacity building / staff development Administrative management Database salary management
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Arabic 	X	X X
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office (excel) ▶ Other (please specify) 	X	

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

Other

- ▶ Mobility: Extensive travel may be required within Syria, with the possibility of regional travelling.

Conditions

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Benefits

- ▶ **COST COVERED**: Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in individual or collective accommodation (to be determined)
- ▶ **DAILY LIVING EXPENSES** « Per diem »
- ▶ **BREAK POLICY** : 5 working days at 2, 4, 8 and 10 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months