



## Job Vacancy- Human Resources Officer

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| <b>Organization Name:</b> | Syrians for Truth and Justice - STJ <a href="http://www.stj-sy.org">www.stj-sy.org</a> |
| <b>Job title:</b>         | Human Resources Officer  |
| <b>Type of contract:</b>  | Consultancy (part time)  |
| <b>Duration:</b>          | 12 months, renewable   |
| <b>Starting on:</b>       | September 2024   |
| <b>Location:</b>          | Online, provided he/she is legally eligible to work in the country of residence        |
| <b>Department</b>         | Financial and Administrative Affairs   |
| <b>Reporting to:</b>      | Financial and Administrative Director and Executive Director                           |

### Background

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Syrians for Truth and Justice ([STJ](http://www.stj-sy.org)) started as an idea in a co-founder's mind while attending the U.S. Middle-East Partnership Initiative's (MEPI) Leaders for Democracy Fellowship program (LDF) in 2015. The idea became a reality and flourished into an independent, non-profit, impartial, non-governmental human rights organization.

STJ's beginnings were more than humble; initially, it only reported stories of Syrians who experienced arbitrary arrest, enforced disappearance, or torture. Planted in fertile soil, the seed of this project grew into an established human rights organization licensed in the Middle East and the European Union. STJ today undertakes to detect and uncover violations of all types committed in all Syrian parts by the various parties to the conflict.

### Objectives of STJ's HR Department

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- Implement, enhance, and finalize the human resources policies and procedures, including the organizational structure.
- Ensure compliance with local labor laws of the licensing country to uphold the rights and obligations of employees, contractors, and the organization.
- Ensure that new employees and contractors receive a warm welcome, are introduced to the organization and its projects, and are integrated into the team.
- Managing employee and contractor affairs by creating a system to track working hours, tasks, annual and sick leaves, and archiving all operations.

- Ensure identification of needs to elevate the skills of employees and contractors and propose necessary training.
- Strategic planning for the STJ team: anticipating future hiring needs, addressing any existing skills gaps, and supporting organizational growth and development.

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## **Main Responsibilities**

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1. Manage recruitment processes, attracting candidates, and developing recruitment policies in accordance with the highest professional standards.
2. Follow up on employees' progress from the initial stages through training and qualification, tailored to the job requirements.
3. Build a database containing information on previous job applicants and a list of potential candidates, and update it regularly.
4. Provide direct support to the organization's employees to ensure optimal performance and professional development.
5. Provide training for employees and best practices tailored to the specific needs of each department within the organization.
6. Dealing with grievances, policy violations, and dispute resolution in accordance with the organization's internal procedures and local laws.
7. Guiding employees at all stages of their development within the organization in relation to administrative and human resources affairs.
8. Appropriate and fair application of salaries, benefits, and rewards to all members of the organization without any discrimination.
9. Develop specific policies to enhance the work environment in all aspects, including creating a non-discriminatory work environment, promoting mental health, ensuring security and protection, preventing sexual exploitation and harassment, and combating fraud and corruption.

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## **Required Skills**

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- ✓ Bachelor's degree in human resources or a related field.
- ✓ At least 3 years of experience in a similar role within the NGO or civil society sector is required.
- ✓ Comprehensive understanding of the Syrian context, Syrian legal and civil society, and the challenges faced by the diaspora.
- ✓ Fluency in both Arabic and English.
- ✓ Strong communication skills within the organization, strategic thinking, and the ability to solve problems and conflicts effectively.
- ✓ Ability to effectively manage and develop the team, exceptional organizational skills, and knowledge of setting priorities.

- ✓ Eligibility to work legally in the country of residence.
- ✓ Non-participation, engagement in, or incitement to violent activities or military actions during the Syrian conflict.
- ✓ Proficiency in software programs required for the job, especially those related to the safety and security of victims, witnesses, and sources.

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## Preferred Skills

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- Ability to work independently in a small team without direct supervision.
- Commitment to and awareness of STJ's human rights work.
- Ability to build strategies for the supervised department.
- Ability to manage a varied and demanding workload.
- Ability to speak French.

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## How to Apply

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Please send your:

- .1 English CV;
- .2 English cover letter;
- .3 Two references, from your previous work, to: [careers@stj-sy.org](mailto:careers@stj-sy.org)

The deadline for submission is August 18<sup>th</sup>, 2024.

**Note:** Only shortlisted candidates who will send all requirements will be contacted for interviews. We thank all applicants for their interest in joining Syrians for Truth and Justice in our mission for human rights advocacy and justice in Syria.

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