



Terms of Reference

Organization	Syrians for Truth and Justice - STJ
Title	Human Resources Senior Officer
Reporting Line	Finance & People Manager
Country of Implementation	Implementation countries (Middle east)

1. Objectives:

The Human Resources Officer is responsible for managing and optimizing human resources processes within the organization, ensuring compliance with local and international labor laws, efficient onboarding, and employee integration.

The HR Officer will be responsible for implementing HR policies, managing employee relations, recruitment, identifying skill gaps, staff training, supporting strategic planning to foster organizational growth and ensuring a positive work environment that fosters productivity and well-being.

2. Scope of Work:

The Human Resources Officer will manage HR policies, recruitment, and compliance with labor laws, ensuring smooth onboarding and integration of employees and contractors. The HR Officer will also oversee performance tracking, address skill gaps, and support strategic HR planning for organizational growth.

The scope of work of the Human Resources Officer will include the following:

A. Recruitment & Staffing:

- a. Coordinate and Oversee the recruitment process, including job postings, candidate screening, interviews, and selection.
- b. Prepare contracts in Coordination with the PM or PCs, ensuring compliance with legal requirements.
- c. and onboarding processes for new employees, ensuring compliance with labor laws and organizational policies.
- d. coordinating performance review campaigns, conducting appraisals for current employees, and validating the probation period.

- e. Managing employee time and vacation, including overseeing working hours, vacation requests, and time-off approvals
- f. Maintain an updated database of job descriptions and personnel files.

B. Employee Relations & Workplace Well-being:

- a. Develop and implement policies that promote a positive and inclusive work environment.
- b. Serve as the first point of contact for employee conflict resolution, and mediation.
- c. Ensure compliance with labor laws, employee rights, and organizational policies.
- d. Promote diversity, inclusion, and gender equality in the workplace.

C. Training Staff Development:

- a. Identify staff training and development needs and facilitate capacity-building programs.
- b. Develop and implement staff well-being initiatives to enhance motivation and productivity.
- c. Organize training sessions, mentorship programs, and team-building activities.

D. Policy Development & Compliance:

- a. Ensure HR policies and procedures comply with local labor laws and international best practices.
- b. Develop and update HR policies, including code of conduct, anti-harassment policies, and workplace ethics guidelines.
- c. Ensure proper documentation of benefits, leave records, and disciplinary actions.
- d. Manage HR-related risks and ensure adherence to organizational policies

E. Consultant and Candidate Database Update:

Review and update the consultant and candidate database to ensure accuracy and relevance.

F. Internal Controls Development & Compliance:

- a. Drafting internal policies and procedures aimed at enhancing governance, accountability, and ethical conduct within the organization. Examples of these policies include, but are not limited to:
 - **Organizational Framework Policy:** Defining roles, responsibilities, and establishing a clear line of authority.

- **Delegation of Authority Policy:** Outlining decision-making and deliverables approval processes.
- **Anti-Corruption Policy:** With whistleblowing, anti-bribery guidelines, and reporting mechanisms.
- **Sexual Harassment and Abuse Prevention Policy:** With reporting procedures and victim protection measures.
- **Gender Equality Policy:** Promoting equal opportunities and fair representation across the organization.
- Additional policies focused on improving the well-being of current staff members.

3. Expected Outputs:

The expected outputs of the Human Resources Officer are as follows:

- Hiring Process Management: Successfully managed the hiring process, including posting vacancies, screening candidates, conducting interviews, and onboarding new hires, ensuring compliance with policies and smooth team integration.
- Contract Drafting and Review: Delivered legally compliant contracts and agreements that safeguarded the organization's interests.
- Employee Time and Vacation Management: Implemented effective management of employee work hours and vacations, improving satisfaction and operational efficiency.
- Policies & Procedures Development: Developed policies defining organizational structure and roles.
- Producing a delegation of authority policy for accountability.
- Consultant and Candidate Database Update: Reviewed and updated the database to ensure accuracy for future hiring processes.

4. Institutional Arrangement:

Role of the Human Resources Officer

- The Human Resources Officer is responsible to provide their technical expertise to produce the expected outputs;
- The Human Resources Officer shall submit the above deliverables under this assignment to the Finance Manager
- The Human Resources Officer to maintain daily communication with the STJ as and when problems emerge during the contract period, especially if they affect the scope of the job.

Role of the STJ focal point/team

- Access to the Organization's email account, database, and folders.

- Access to the network as already established.
- Guidance and support in task completion

5. Qualifications for the Individual Contractor:

Qualification	Bachelor's degree in Human Resources or related fields.
Professional Experience	<ul style="list-style-type: none"> ● At least 3 years of experience in a similar role within the NGO/& Non-profit organization sector. ● Experience in managing and developing teams, with excellent organizational skills and the ability to prioritize tasks effectively.
Language	<ul style="list-style-type: none"> ● Fluent in Arabic and English. ● Fluent in French is a plus
Legalities	<ul style="list-style-type: none"> ● Legal eligibility to work in the country of residence. ● No involvement, participation, or incitement in any violent activities or military operations during the years of the Syrian conflict.
Contextual Knowledge	<ul style="list-style-type: none"> ● In-depth knowledge of the Syrian context, the Syrian human rights and civil society landscape, and the challenges associated with being in exile. ● Awareness of the human rights work carried out by Syrians for Truth and Justice and commitment to the organization's objectives in this regard.
Other Competencies	<ul style="list-style-type: none"> ● Strong communication skills within the organization, strategic thinking, and problem-solving and conflict resolution capabilities. ● Ability and willingness to work within a small team with minimal supervision when necessary. ● Possessing skills in developing strategies for the department under supervision. ● Ability to manage a diverse workload, which may occasionally be demanding. ● Proficiency in relevant software, particularly those related to the safety and security of victims, witnesses, and sources, and/or other required operational programs is a plus.

6. Reporting Lines:

The Human Resources Officer will work under the direct supervision of the Finance Manager. The Finance Manager will supervise activities of the Human Resources Officer, certify the deliverables and manage all contractual responsibilities in keeping with the anticipated results.

7. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor:

Technical Evaluation Criteria	Obtainable Score
Qualification	
Bachelor's degree in Human Resources or related fields.	20%
Experience	
At least 3 years of experience in a similar role within the NGO/civil society sector.	30%
Experience in managing and developing teams, with excellent organizational skills and the ability to prioritize tasks effectively.	30%
Thorough and in-depth knowledge of the Syrian context, its parties, developments of the Syrian conflict, and justice efforts in the EU	10%
Strong communication skills within the organization, strategic thinking, and problem-solving and conflict resolution capabilities.	10%
Total Obtainable Score	100%

8. How to apply?

- Send your application to careers@stj-sy.org by March 31, 2025, including:
 - ✓ An updated CV.
 - ✓ A cover letter.
 - ✓ Two recent references (most up-to-date).