Human Resources Assistant (Daily-Worker)

Deadline:
26-11-2026

Contact person:
Fouad Khaznadar

Place of Work:
Damascus

The HR Assistant is responsible for the day-to-day running of HR data archiving (physical and digital) and the administrative side of the recruitment process. The role works under the guidance of the HR Coordinator, handles confidential information, and does not take selection or approval decisions.

Functional Responsibilities

- Organise, scan, index and file HR documents (physical and digital) following the DCA personnel file standard and naming convention.
- Create and complete new joiner files from the checklist, and update existing files as documents change.
- Track missing or expired documents, and prepare follow-up lists for the HR Coordinator.
- Support the collection and filing of documents from staff, including during all-staff document requests.
- Maintain the archive index and staff document trackers, and make sure files are retrievable on request.
- Apply confidentiality, access-control, retention and archiving rules, and keep files secure at all times.
- Prepare and publish vacancy announcements as instructed, and keep the vacancy tracker up to date.
- Receive and register applications, and keep the recruitment records and candidate data organised.
- Prepare longlists and screening sheets for review by the HR Coordinator and hiring managers.
- Schedule interviews and tests, contact candidates, prepare interview packs, and record interview outcomes.
- Send reference check forms and regret messages as instructed, and file the replies.
- Compile complete recruitment files for each vacancy (advertisement, applications, scoring sheets, selection reports, references).
- Support onboarding by collecting and filing new joiner documents.
- Keep candidate information strictly confidential.
- Prepare reports and summaries on archive status and recruitment activity (open vacancies, files complete or incomplete) when requested.
- Suggest improvements to filing systems, forms and templates.

Minimum qualifications and experience

- University degree or diploma in human resources, business administration, management or a related field.
- At least 1 year of experience in HR or administrative support, including filing and documentation.
- Good command of MS Office (Word and Excel); able to scan, index and manage digital files.
- Fluent Arabic and good working English.
- Strong attention to detail, organisation and discretion with confidential information.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.