If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

---

**JOB VACANCY FORM**

- □ Full-time  
- □ Part-time  
- □ Summer-Job  
- □ Internship

**Job Title:** HR and Administration Manager

**Reference Number:** 290514-7

**Application Deadline:**

---

**Company Description**

**FIRM/INSTITUTION NAME:** NORWEGAN REFUGEE COUNCIL

**TYPE:**  
- □ Local  
- □ Regional  
- X Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM DESCRIPTION:** NRC promotes and protects the rights of people who have been forced to flee their countries, or their homes within their countries. It is the only Norwegian organisation that specialises in international efforts aimed at this target group.

The majority of our approximately 3500 staff members are national employees in NRC's projects in around 20 countries in Africa, Asia, America and Europe. All our projects are run from a small and efficient administration in Oslo.

NRC was established in 1946 under the name Aid to Europe, to assist refugees in Europe after World War II. Today NRC is organised as an independent, private foundation. We cooperate closely with the UN and other organisations, around the world as well as in Norway.

**FIRM WEBSITE:** WWW.NRC.NO

---

**Job Description**

**BRIEF JOB DESCRIPTION:**

1. Role and responsibilities

**Generic responsibilities**

1. Implement NRC’s HR and admin policies, systems and procedures at national level and oversee their implementation at field level
2. Ensure adherence to Employment Guidelines, other NRC policies and Code of Conduct
3. Ensure compliance with the local labour law and other relevant regulations
4. Develop effective HR management tools and provide regular HR analysis and reporting to the management team
5. Lead biennial reviews of NRC’s salary and benefits package by reference to the local market to ensure that NRC’s remuneration remains competitive
6. Ensure that all staff have work and development plans, and regular performance discussions with supervisors/managers are documented
7. Personnel management of the HR and admin team at country office
8. Training, support and development of HR and admin teams in all offices, and support and training of all staff with HR, personnel management and admin responsibilities
9. Ensure confidential and standardised filing of personnel documents in all offices
10. Ensure that all necessary agreements, permits and licenses necessary for NRC’s operations are in place, and keep updated on national rules and regulations pertaining to the activities of NRC. This also includes visas and permits for expatriate staff

Specific responsibilities

- Ensure that an effective induction package is developed and delivered to all new staff
- Contextualise examples for specific training in NRC’s Anti-Corruption Guidelines
- Overall responsible for ensuring that there is a comprehensive training needs assessment completed annually and linked to capacity building initiatives for national staff
- Develop and manage a system for investigation and follow up of allegations of Code of Conduct breaches and other misconduct, ensuring timely administration of disciplinary actions as necessary
- Ensure up to date proof of life forms are maintained and securely filed for all national staff

Critical interfaces

- Close collaboration with regional HR Advisers to ensure expertise is shared cross-programme and to maximise staff secondment/exchange opportunities
- Liaise with relevant authorities on administrative and personnel issues.
- Work closely with Finance to ensure accurate staff budgeting and project allocations
- Support Field Managers to create a positive and equitable working environment
- Meet with staff representatives to listen to staff concerns and suggestions and to communicate them to the wider management team.

JOB LOCATION(S):
City: Beirut  Country: Lebanon

DEGREE:
X Bachelor  Master is a plus  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Bachelor in Hr, business or related
WORK EXPERIENCE: Minimum 3 years of experience from working as a senior HR Manager in a humanitarian/recovery context

SKILLS:
1. Professional competencies

Generic professional competencies:
• Experience from working in complex and volatile contexts
• Documented results related to the position’s responsibilities
• Knowledge about own leadership skills/profile
• Fluency in English, both written and verbal

Context/specific skills, knowledge and experience:
• Excellent communication and interpersonal skills
• Knowledge of the NGO operations and the dynamics of the humanitarian sector
• Good individual counseling, conflict resolution and problem solving skills
• Strong computer skills, especially in MS office
• Strong training and presentation skills

2. Behavioral competencies
• Initiating action and change
• Managing performance and development
• Empowering and building trust
• Handling insecure environments

Languages Skills:  X English □ Arabic □ French □ Other:

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation □ Health Insurance □ Return Ticket □ Bonus
□ Laptop □ Mobile Phone □ Children’s Education □ Transportation
□ Lebanese NSSF □ None

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 290514-7
If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.
For further information, please do not hesitate to contact:

**Dr. Maryam Ghandour**

American University of Beirut  
Career and Placement Services  
West Hall, Room 112 E  
P.O. Box 11-0236 Riad El Solh  
Beirut 1107 2020, Lebanon  
Tel: +961 1 350000 Ext: 3172  
Tel/Fax: +961 1 744 488  
E-mail: mg03@aub.edu.lb  
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.