**Job Title:** Human Resources Recruitment Specialist

**Location:** Damascus, Syria

**Working Language:** English

**Salary:** Competitive Salary

**Job Type:** Permanent

**Job Duration:** 3 months probation; in case of acceptance, a long term contract.

**Responsible to:** Managing Director (MD)

**Responsible for:** Successfully delivering the targeted objectives of NAA Group and effectively implementing the organization’s strategy.

**Job Profile**

The Recruitment Specialist is responsible for the planning, co-ordination and execution of the recruitment and selection process. S/he will work closely and effectively with the Project and Programme Managers to define recruitment requirements and agree on recruitment plans and strategies including sourcing positions up to Middle Management.

**Main Duties and Responsibilities**

- Post open positions to online recruiting sites and newspapers, mail job announcements to organisations/contacts by electronic & hard copy methods for approval from the Director of Human Resources & Administration
- Proof reading of all job postings before going out to print
- Administer recruitment budget and monitor expenditure and ensure compliance and report to the Director of Human Resources & Administration on variances regularly
- Advertise internal staff vacancies on bulletin boards and intranet
- Collect and screen resumes, select potential candidates and provide short list of approved candidates to Supervisors for interview and with technical experts if need be
- Ensure consistency in process including establishment of interview panels, collection of forms, check and maintenance of documentation and references
- Interview applicants for middle management administrative positions, complete assessments and technical tests and make recommendations to Supervisor about employee appointments
- Perform reference and background checks on applicants and conduct orientation sessions
- Develop and maintain network of contacts to help identify and source qualified candidates, i.e. from internet online recruiting sources
- Manage day to day relationships with recruitment agencies/third parties as appropriate
- Develop test questions, case studies and rating standards within established selection procedures and guidelines (e.g. supplemental questionnaires, oral exam questions and rating dimensions) subject to final review
- Meet with applicants to discuss test preparation and communicate decision vis a vis interview results
Negotiate salaries with candidates based on available salary scale criteria.
Co-ordinate participation in, set up display, and work at local job fairs as well as preparing relevant collateral
Attend local job fairs to actively recruit applicants
Arrange travel and lodging for out of town applicants, where applicable
Responsible for the establishment and maintenance of a recruitment database
Oversee the development of a recruitment strategy which is in line to the expansion of the various projects
Participate in the development of any related recruitment policies and procedures
Evaluate recruitment and selection criteria to ensure conformance to professional, statistical, and testing standards, recommending revision as needed
Serve as the Human Resources Division representative on committees and task forces
Prepare relevant reports as required by management
Work in accordance with yearly set out deadlines on HR Work plan, and update regular progress and initiate recommendations for appropriate measure to address underlying problems or issues, including but not limited to, suggestions on policy clarification or development, appropriate training or other
Perform other related duties incidental to the work described herein

Personal Specifications

Knowledge and Qualifications:
- Bachelor’s Degree in Business Administration or any equivalent
- Basic knowledge of principles and practices of human resources administration related to the area of assignment, such as recruitment and selection
- Knowledge of Data management and record keeping techniques

Experience
- At least 3 years of experience in a relevant field
- Ability to travel if necessary
- Appreciation for diversity

Skills/Abilities
- Presentable and courteous
- High integrity, and respect others
- Very good interviewing skills
- Very good listening skills
- Very good communication (orally and written), interpersonal, and teamwork skills
- High follow up and organisational skills
- Ability to effectively interpret body language
- Ability to work under pressure
- Very good command of Arabic and English (written, orally)
- Very good computer skills (esp. MS Office applications)
The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Applicants should send their maximum two page CV’s and a one page cover letter to info@naa-group.com. The cover letter should briefly explain why they are applying for this position and what makes them particularly suitable along with other relevant information. Successful applicants will be invited for first round interviews in May 2010.