

HR&Admin Assistant

Background

DCA Lebanon aims to ensure safe access to land by clearing it of landmines, cluster munitions, and other unexploded ordnance. DCA has been involved in mine action since 2007, reducing the harm from explosions, as well as clearance activities release contaminated land for socio-economic development, addressing the rising demands from the local and refugee populations.

Since 2012, DCA has been implementing humanitarian and development projects through local partners in the areas of education, livelihoods, protection, and basic assistance, supporting vulnerable communities.

For further information about DCA please refer to our website: [Lebanon \(danchurchaid.org\)](http://Lebanon(danchurchaid.org)).

Role

The overall objective of this role is to support in carrying out daily HR activities. The role is key in the effective implementation of various HR and administration processes and systems and ensures effective delivery of a professional and efficient HR function at all DCA base offices covering all aspects from HR systems, files management, recruitment cycle, employee relations and best practices ensuring adherence to DCA global standards, policies, and applicable regulatory requirements.

Responsibilities

- Support the full recruitment cycle of national staff in Lebanon, including placing job adverts, preparing shortlists of candidates, arranging interviews, conducting reference checks, issuing offer letters and employee contracts, and performing all required pre-employment checks. Ensure a smooth onboarding process and assist with the completion of all new-starter paperwork.
- Maintain and regularly update the national staff database and personnel files, ensuring all records are accurate, complete, and stored in line with DCA global standards and audit requirements always.
- Update HR databases with new hires, terminations, sick leaves, and other relevant information.
- Prepare payroll inputs and support documentation, ensuring accuracy and completeness prior to review and approval, and support the generation of pay slips in coordination with relevant functions.
- Maintain and regularly update HR trackers (including leave and recruitment trackers), ensuring data accuracy and availability for reporting and decision-making.
- Under the supervision of the HOSS and in coordination with the HR Admin Coordinator, support and follow up with line managers to ensure that performance management processes (including probation reviews and annual appraisals) are conducted in a timely and consistent manner, with proper documentation maintained.
- Work with Line Managers to track, update, and monitor the training progress for all staff as identified in the capacity assessment tool.
- Coordinate the registration of all employees with the NSSF, in collaboration with the legal advisor. Process employee requests and provide relevant information.
- Maintain and regularly update HR trackers, including recruitment and leave trackers, ensuring accuracy, completeness, and timely availability of data for reporting and decision-making.
- Ensure all staff are issued valid DCA ID cards and that records are properly maintained and updated.
- Uphold confidentiality and ensure compliance with GDPR, DCA code of conduct, and HR policies and procedures.
- Support and coordinate a smooth onboarding and induction process for all new national staff, ensuring completion of all required documentation, briefings, and system access in a timely manner.

Qualifications

- Proven experience as an HR Administrative Assistant or in a similar role for at least 2 years.
- Proficiency in MS Office applications.
- Knowledge of labor laws and regulations.
- Excellent organizational and time-management skills.
- Strong communication and teamwork abilities.
- Bachelor's degree in human resources or a related field
- Paying attention to detail and having the ability to work independently and under pressure.
- Fluency in written and spoken English and Arabic is required; French is an advantage.
- Flexible, proactive, self-motivated, and good at coordinating and organizing own work as well as that of the team.

DCA offers

- 6-Month contract
- Good colleagues in a rewarding and empowering workplace.
- An interesting and challenging experience, addressing humanitarian needs.
- Training opportunities to help you grow professionally.
- Employees will undergo a comprehensive orientation and training program to familiarize themselves with the humanitarian standards, data entry systems, and distribution procedures.

Interested? Then apply for this position by clicking on the apply button.

Location is in Beirut.

Please note all qualifications will be verified before formal job offer. Only short-listed candidates will be contacted.

All applicants should send a cover letter and an updated CV no longer than four pages, both in the same language as the vacancy note. Your CV should also include contact details of three professional referees.

Applications submitted elsewhere will not be taken into consideration.

The deadline for applications is the **15th of July 2026**. Due to the urgency to fill this position, applications will be reviewed on a **rolling basis**, and DCA has the right to interview, select, and send job offer prior to the closing date.

DCA is an equal opportunity employer. All interested candidates irrespective of age, gender, disability, religion, or ethnicity are encouraged to apply for the vacancy.

Everyone applying for a job with DCA must be ready to comply with our Prevention of Sexual Exploitation, Abuse, and Harassment Policy and our Child Safeguarding Policy. For more information on DCA, see www.danchurchaid.org.