

HR Admin Coordinator

Background

DCA Lebanon has worked in mine action since 2007. In addition to reducing the harm from explosion, clearance activities also release contaminated land for socio-economic development in the context of rising demands from the local and refugee population. In 2012, DCA began implementing humanitarian and development projects through local partners and scaled up its operations in 2021 due to the deepening crisis in the country.

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

Role

The HR Admin Coordinator is responsible for ensuring the delivery of compliant, efficient, and high-quality Human Resources and administrative services across DanChurchAid – Lebanon Country Office including oversight of office management systems and support functions. The role plays a critical function in safeguarding organizational integrity by ensuring full adherence to national labor legislation, DCA policies and procedures, donor requirements, and established internal control standards.

Through proactive oversight, structured documentation, and consistent application of HR practices, the position supports management in fostering a professional, fair, transparent, and accountable working environment across all operational locations.

The HR Admin Coordinator reports directly to the Head of Support Services and collaborates closely with the Country Director, Finance team, HQ HR, and field management to ensure alignment, compliance, and effective HR service delivery throughout the Country Office.

Regardless of the content of this job description the employee is expected to participate in any task necessary for the organization delegated by the manager at all times.

Responsibilities

- Support the development and implementation of HR strategies aligned with organizational objectives.
- Monitor compliance with labor law and internal HR policies; recommend updates where required.
- Support workforce planning and recruitment strategies to attract qualified and diverse talent.
- Provide structured HR data and analysis to support decision-making.
- Ensure consistency in position grading and job titles across field locations in coordination with management.
- Support salary benchmarking and compensation review processes under the guidance of Senior Management.
- Monitor disciplinary procedures to ensure fairness, documentation accuracy, and legal compliance.

Internal Engagement:

- Advise and support managers on HR policies, procedures, and employee relations matters.
- Support performance management processes and ensure timely completion.
- Identify training needs and coordinate staff capacity development initiatives.
- Support staff wellbeing and retention initiatives.
- Provide technical guidance and day-to-day support to HR team members.
- Conduct regular review meetings with the Head of Support Services to assess HR trends, risks, and corrective actions.

External & Cross-functional Collaboration:

- Coordinate with Finance for payroll processing, staff cost allocations, and benefits reconciliation.
- Liaise with legal advisors when required on labor-related matters.
- Coordinate with HQ on HR reporting and compliance matters.
- Support audit preparation by ensuring HR documentation is accurate and complete.
- Coordinate recruitment and onboarding processes in compliance with DCA procedures.
- Maintain accurate, complete, and audit-ready personnel files and HR records.
- Ensure timely contract management, payroll input preparation, and benefits administration.
- Monitor compliance with labor law, DCA policies, and safeguarding standards.

- Maintain updated HR policies and tracking systems.
- Continuously improving HR administrative systems and internal controls.
- Monitor, maintain, and report on agreed HR KPIs to ensure compliance and performance standards are met. Personnel files 100% compliant and audit-ready.

Qualifications

- Minimum 5 years of progressive experience in Human Resources, including at least 2 years in a coordination or supervisory capacity; prior experience with an INGO is required.
- Demonstrated knowledge of Lebanese Labor Law, employment regulations, and HR compliance requirements.
- Proven experience managing end-to-end recruitment processes, contract administration, and performance management cycles.
- Experience in payroll coordination, personnel file management, and audit preparation is highly desirable.
- Strong organizational skills with high attention to detail and ability to manage multiple priorities effectively.
- High level of integrity, discretion, and ability to handle confidential and sensitive information professionally.
- Strong analytical and problem-solving skills with the ability to identify risks and recommend practical solutions.
- Bachelor's degree in Human Resources Management, Business Administration, Public Administration, or a related field.
- Excellent written and verbal communication skills, with the ability to draft clear HR documentation and reports.
- Fluency in English (written and spoken) is required;
- Proficiency in Microsoft Office applications (Word, Excel, Outlook) is mandatory; experience with HR information systems is an asset.
- Ability to work collaboratively in a multicultural environment and maintain professional working relationships across all levels of the organization.

Reporting

- Regular reports on the performance and services will be submitted to the Head of Support Services (HOSS) on a weekly basis.
- Regular check-ins and feedback sessions will be conducted to ensure effective coordination and support.

DCA offers

- 6-month contract; renewal is based on performance.
- 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.

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 **22nd of February 2026**.

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.