# JOB TITLE: PROJECT MANAGER BASED IN DARAA

**DEADLINE :** 10 December 2026
**TYPE OF CONTRACT/DURATION :** EMPLOYMENT CONTRACT
**NO OF REQUIRED EMPLOYEES** : 1
**SALARY:** AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE
**BASED:** Daraa

## ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia & Deraa ) and through the following interventions:
- Rehabilitation of collective and private shelters,
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK)).

## GENERAL OBJECTIVE

The Project Manager (PM) is responsible for the management and implementation of multi-sectoral projects within the designated location and will work under the supervision of the Head of Base

- The PM position's major objectives are to properly achieve the following tasks:

Proper implementation of all aspects of the project cycle; ensures the effective planning, implementation, monitoring, procurement, and budgetary management of all project activities in line with donor requirements, PUI procedures, and humanitarian standards.

- Ensuring monitoring follow-up in close coordination with the MEAL team and Field Coordinator/Head of Bases;
- Timely production of high-quality internal and external reports for donors and stakeholders and informing programmatic adaptations. Capitalization on lessons learned, technical knowledge, and experience
- Representation and coordination with relevant stakeholders at Damascus level and in the field of implementation
- **Context of PUI in 2026**
  In 2026, PUI is implementing several projects funded by UNHCR, UNDP, SHF, CDCS, ECHO, and other strategic donors to support vulnerable Syrian households in various governorates.

Under the leadership of the Head of Base or Field Coordinator, the Project Manager will ensure the implementation of Multi sectoral projects across their respective base. The PM will be responsible for the overall development and achievement of the project(s) under their supervision, in addition to the line management and supervision of field based project staff.

## RESPONSIBILITIES AND TASKS

### ROLES AND RESPONSIBILITIES

- **Programs**: S/he will ensure implementation and oversight of the project activities.

- **Representation**: Upon request from his/her supervisors, s/he will represent the organization to local partners, authorities and stakeholders in relation to the scope of the project.
- **Financial and achievement performance**: Ensure the full alignment of budgetary execution with programmatic achievements.
- **Strategy**: S/he will assist in developing new project strategy as needed.

**SPECIFIC OBJECTIVES AND LINKED ACTIVITIES**

1. **Information collection and sharing**
   - Identify needs for information collection according to PUI strategy ;
   - Contribute to the definition and development of guidelines and methodologies for assessments in close collaboration with the Monitoring, Evaluation, Accountability and Learning (MEAL) department.
   - Contribute to the realization and finalization of assessment reports according to developed formats and as required;
   - Contribute to the training of assessment teams;
   - Proactively coordinate and work with other actors in the field;
   - Ensure proper communication with different levels of local authorities.
2. **Implementation of activities**
   - Lead the overall planning, coordination, implementation and monitoring of project activities;
   - Ensure timely execution of the project work plan and achievement of results;
   - Ensure proper coordination and liaison with stakeholder at Damscus level.;
   - Closely coordinate with the (MEAL) department for all of their activities linked to the project;
   - Closely monitor the implementation of the activities and propose adjustments of the strategy if needed.
3. **Human resources management of the operational team**
   - Finalize the recruitment when needed, and set up training(s) for the operational team;
   - Regularly liaise and coordinate actions with the Head of Base / Field Coordinators/ Deputy, Technical Coordinators Grants departments and MEAL departments..
4. **Internal and external reporting**
   - Provide internal reporting on activities according to PUI internal tools;
   - Prepare external reporting (with support from his/her supervisors).
5. **Financial and Logistics management**
   - Follow-up on the budget of the project (Financial Follow Up);
   - Follow up procurements related to the project.
6. **Capitalization/institutional knowledge building**
   - Develop comprehensive supporting documents for activities implementation by the project team.
   - Organize training sessions;
   - Develop understanding of Syrian's situation (beneficiaries, needs, political context, strategy of intervention, etc…);
   - Support the definition of new program's strategy and proposal writing.
7. **Ensure the representation of PU-AMI**
   - Represent PUI in the relevant working groups;

- Represent PUI with actors at Damascus level in the areas of implementation of the project and liaise with local authorities when necessary in close cooperation with the Technical Leads and DCD Programs.

## 8. Contribute to the development of new proposals

- Participate in identifying needs in the location of implementation in coordination with the technical Lead and Field Coordinator/ HoB
- Participate in the strategy development of the Mission.

| Required Profile | | |
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| | **Required knowledge and skills** | |
| | **REQUIRED** | **DESIRABLE** |
| **TRAINING** | • Higher education in any discipline, particularly, engineering, social sciences, computer sciences. Knowledge in project management, monitoring, evaluation, design and negotiation<br><br>Sound understanding of a range of multi-sectoral project management, including:<br><br>• Water supply and sanitation infrastructure planning and supervision.<br>• Hygiene promotion and community engagement principles.<br>FSL, vocational training and Cash based modalities<br>Community and Promary based Health programming<br>Basic integrated Protection priciples and protection mainstreaming.<br>• Environmental sustainability and climate resilience. | • Knowledge of development in the Low Income Countries<br>• Proven knowledge of FSL, Cash Transfer Programmes / IGAs / Vocational training, Health, Protection or WASH programming<br>• Knowledge of nutritional security challenges<br>• Specialized training or certification in Humanitarian WASH coordination<br>• Experience contributing to WASH and rehabilitation assessments, BoQs, technical designs implementation, and tender documentation in collaboration with field assisstnat or consultants. |
| **PROFESSIONAL EXPERIENCES** | • At least 3 years as a project manager in the humanitarian field<br>• Successful experience in managing multi-sectoral programmes<br>• Experience in food security and livelihoods programmes, income generating activities, MSME, Disaster Risk Reduction, agro, livestock, fish farming, Water and Sanitation, rehabilitation, health and cash transfers. | • Experience in representation to government authorities and other national/international institutions<br>• Experience in needs assessment<br>• Experience in managing international teams<br>• Experience with PUI<br>• Experience in community outreach and targeting methodology |
| **KNOWLEDGE AND SKILLS** | • Good interpersonal and writing skills<br>• Negotiation, diplomacy, and facilitation skills (team, meeting) as well as the ability to work independently<br>• Experience with humanitarian donors such as (BHA, ECHO and UN agencies...)<br>• Team management | • Ability to work in insecure situations<br>• Basic knowledge of statistics and data analysis |

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| LANGUAGES | ▸ English | Native level proficiency in Arabic |
| SOFTWARE | ▸ Pack Office | |

**Required Personal Characteristics (fitting into the team, suitability for the job and assignment)**

- Ability to work on own initiative, ability to make suggestions and take responsibility in a proactive approach
- Flexible and adaptable to the needs of the team and organization
- Strong commitment to humanitarian principles
- Resilience to stress
- Diplomacy and open-mindedness
- Good analytical skills
- Good organization skills with an ability to manage priorities and a varied workload
- Ability to guarantee effective and timely outputs
- Problem solving and leadership skills - proactive approach to making suggestions and identifying solutions
- Ability to work and behave in a professional and experienced way
- Proven management ability and inter-personal skills – team player
- Capacity to delegate and to supervise the work of a multidisciplinary team
- Strong commitment to support and develop the capacity of the teams through mentoring and second-layer leadership
- Professional attitude and the ability to build successful working relationships with contacts outside of projects
- Ability to provide/structure instructions clearly and concisely both orally and in writing
- A high sense of discretion and integrity when dealing with sensitive protection information
- Ability to integrate into the local environment, taking account of its political, economic, and historical characteristics

*Dear Applicante,*

*To apply for this Vacancy,Please click on the below link and fill the PUI Syria- Application form.*

*https://docs.google.com/forms/d/e/1FAIpQLSdfTcHS9m85IUINcAa3oSSK-tNaZu1RqZ1KUwYF0Dd2-Wlwqw/viewform?usp=dialog*

*(If the link above dose not work by clicking on it, please copy and paste it in the browser address bar).*

***APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.***