

DEADLINE : 28 October 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: Der Alzour

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, Latakia & 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))

ABOUT PUI IN SYRIA

Under the supervision of the Field Coordinator and the technical guidance of the Finance Manager, the Finance & Admin Officer ensures sound financial management, treasury control, administrative coordination, and HR administrative support at base level, in compliance with Première Urgence Internationale (PUI) procedures and donor regulations.

The position contributes to operational efficiency by ensuring accurate accounting, budget monitoring, proper internal control, and reliable financial reporting.

GENERAL OBJECTIVE

Under the direct supervision of the Health and Nutrition Project Manager and the overall supervision of the Syria Country Director, the Nutrition Responsible is responsible for the technical oversight, implementation, quality assurance, monitoring, and reporting of all nutrition-related activities implemented under the project.

The Nutrition Responsible ensures that nutrition interventions are implemented according to national protocols, donor requirements, and international standards, while contributing to the prevention, identification, referral, and management of malnutrition among vulnerable populations.

The Nutrition Responsible works in close coordination with the Community Outreach Activity Supervisor and PHCC Supervisor to ensure effective integration of nutrition activities within community outreach and PHCC services.

The Nutrition Responsible is responsible for:

- Nutrition program implementation and quality assurance
- Technical supervision of nutritional activities
- CMAM implementation
- IYCF promotion and support
- Nutrition referrals and follow-up
- Capacity building and technical mentorship
- Monitoring, reporting, and data quality
- Coordination and representation

Mainly responsible for:**1. Nutrition Program Implementation**

- Ensure effective implementation of all nutrition-related project activities.
- Support integration of nutrition services within supported PHCCs and community outreach activities.
- Ensure compliance with national nutrition guidelines, CMAM protocols, and donor requirements.
- Monitor implementation of nutrition interventions according to project workplans.
- Identify operational challenges affecting nutrition activities and propose corrective measures.
- Contribute to nutrition assessments, surveys, and needs identification exercises.
- Support expansion and strengthening of nutrition services when required.
- Ensure harmonization of nutritional activities across all project locations.

2. Community-Based Nutrition Activities

- Provide technical guidance to the Community Outreach Activity Supervisor and outreach teams on implementation of community-based nutrition activities.
- Develop nutrition screening plans and protocols for implementation by outreach teams.
- Ensure proper implementation of MUAC screening activities conducted by Community Health Workers and outreach teams.
- Monitor quality and accuracy of community nutrition screening activities.
- Support Community Outreach Activity Supervisors in establishing nutrition referral pathways.
- Review community nutrition data and provide technical feedback to outreach teams.
- Participate in joint field supervision visits with the Community Outreach Activity Supervisor.
- Ensure harmonized implementation of nutrition activities across all outreach teams.
- Monitor community coverage and effectiveness of nutrition interventions.

3. Infant and Young Child Feeding (IYCF)

- Ensure implementation of IYCF awareness and counselling activities.
- Support dissemination of key messages related to breastfeeding and complementary feeding.
- Monitor quality of IYCF counselling sessions.
- Develop and adapt nutritional education materials and job aids.
- Ensure adherence to national and international IYCF guidelines.
- Monitor IYCF indicators and program performance.

- Support capacity building of health and outreach staff on IYCF practices.

4. Nutrition Referral and Case Follow-Up

- Ensure functional referral pathways for malnutrition cases.
- Coordinate referrals between outreach teams, PHCCs, stabilization centers, and specialized nutrition services.
- Monitor referral completion and beneficiary follow-up.
- Support management and tracking nutrition cases requiring additional services.
- Identify barriers affecting access to nutrition services and recommend solutions.
- Work closely with PHCC Supervisors and Community Outreach Activity Supervisors to strengthen referral mechanisms.

5. Technical Supervision and Capacity Building

- Provide technical support to PHCC teams, outreach teams, Community Health Workers, and Community Midwives on nutrition-related topics.
- Conduct supportive supervision visits and coaching sessions.
- Assess capacity gaps among staff involved in nutrition activities.
- Develop and deliver nutrition-related training and refresher sessions.
- Support development of technical tools, SOPs, job aids, and guidance materials.
- Ensure adherence to nutrition protocols and quality standards.
- Provide technical supervision and coaching to the Community Outreach Activity Supervisor on nutrition-related components.
- Support capacity building of Community Health Workers, Community Midwives, and outreach staff through the Community Outreach Supervisor.
- Develop nutrition training plans in coordination with the Community Outreach Activity Supervisor.
- Validate nutrition-related awareness materials used by outreach teams.

6. Quality Assurance and Monitoring

- Monitor quality of nutrition services implemented under the project.
- Conduct regular quality assessments and field monitoring visits.
- Review nutrition records, registers, and reporting tools.
- Verify compliance with nutrition protocols and standards.
- Develop corrective action plans to address identified gaps.

- Monitor implementation of recommendations resulting from supervision visits.
- Ensure standardization of nutrition practices across project locations.

7. Monitoring, Reporting and Information Management

- Ensure accurate collection and reporting of nutrition-related data.
- Monitor project nutrition indicators and targets.
- Validate nutrition reports and support documentation.
- Analyze nutrition data and identify trends and gaps.
- Prepare weekly, monthly, and ad hoc reports.
- Ensure confidentiality and proper management of beneficiary information.
- Support MEAL and Health teams in nutrition-related assessments and evaluations.
- Contribute to donor reporting and project performance reviews.

8. Coordination and Representation

- Coordinate with Health Directorates, nutrition partners, and relevant stakeholders.
- Participate in nutrition sector meetings and technical working groups when delegated.
- Maintain effective collaboration with PHCC teams, outreach teams, and referral facilities.
- Support harmonization of nutritional activities with health and community interventions.
- Represent PUI during nutrition-related meetings when delegated.
- Coordinate with other humanitarian actors to strengthen nutrition referral pathways and avoid duplication.
- Coordinate regularly with the Community Outreach Activity Supervisor to ensure alignment between nutrition and outreach activities.
- Support integrated planning of nutrition, maternal health, and community health promotion interventions.
- Participate in joint review meetings with PHCC Supervisors and Community Outreach Supervisors to strengthen referral pathways and continuity of care.

REQUIRED SKILLS

	REQUIRED	DESIRABLE
TRAINING	• Bachelor's degree in nutrition, Dietetics, Public Health, Nursing, Medicine, or related health field	• Master's degree in nutrition or public health

	• Training in Community-Based Management of Acute Malnutrition (CMAM) • Training in Infant and Young Child Feeding (IYCF)	• Training in SMART methodology and nutrition assessments • Training in humanitarian nutrition programming
PROFESSIONAL EXPERIENCE	• Minimum 3 years of experience in nutrition programs • Experience implementing community-based nutrition interventions • Experience working with NGOs, INGOs, UN agencies, or health programs	• Experience in Syria humanitarian response • Experience supporting CMAM and IYCF programs • Experience in nutrition, quality assurance and technical supervision
KNOWLEDGE & SKILLS	• Strong knowledge of nutrition programming and referral systems • Strong knowledge of CMAM and IYCF approaches • Experience in supportive supervision and capacity building	• Knowledge of nutrition assessments and surveillance systems • Experience developing nutrition SOPs and training materials • Knowledge of integrated health and nutrition programming
LANGUAGES	• Arabic (Fluent) • English (Good written and spoken skills)	• Kurdish • French
SOFTWARE	• Microsoft Word • Microsoft Excel • Microsoft Outlook	• Kobo Toolbox / ODK • Power BI or other data visualization tools

REQUIRED PERSONAL CHARACTERISTICS

- Ability to work independently, take initiative, and assume responsibility proactively.
- Strong technical knowledge of nutrition programming.
- Strong coaching, mentoring, and supervisory skills.
- Excellent communication and facilitation skills.
- Strong analytical and problem-solving skills.
- Excellent organizational and planning skills.
- Ability to prioritize multiple tasks under tight deadlines.
- Strong commitment to humanitarian principles and accountability.
- Resilience and ability to work under pressure in complex humanitarian settings.
- Flexibility and adaptability to changing operational contexts.
- Ability to maintain confidentiality and professional integrity.
- Ability to work effectively with multidisciplinary teams and external stakeholders.
- Commitment to quality improvement and evidence-based programming.
- Ability to coordinate effectively with community outreach and health facility teams.

- Strong attention to detail and commitment to data quality and programme performance.

Dear Applicant,

To apply for this Vacancy,

Please copy below link and fill the PUI Syria application form.

https://docs.google.com/forms/d/e/1FAIpQLSed7xbfpDdzTODTsn2NPIj0PTHDJJRYdCRHzhdmWWWnj43D_A/viewform?usp=dialog

If the link above does 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.

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities