FOOD SECURITY & LIVELIHOODS OFFICER
BASED Rural Damascus

DEADLINE: 9 April 2026
TYPE OF CONTRACT/DURATION: EXPERTISE CONTRACT / 3 MONTHS
NO OF REQUIRED EMPLOYEES: 1
SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE
BASED: Rural Damascus

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 FSL Officer is responsible for collecting quality data on targeted populations to better inform project design, assisting in the design and planning of FSL activities; and for supervising and monitoring their proper implementation

RESPONSIBILITIES AND TASKS

1- Participate in the preparation phase of the Food Security and Livelihood activities:

- Plan and supervise the data collection, needs identification, and studies for FSL activities.
- Frequently collect information on populations' needs in areas of operation and support FSL PM with analysis to inform project design and adaptation during implementation.
- Assist FSL PM in the project design process and actively contribute to department brainstorming sessions at launch of project design.
- Assist in the preparation of the project work plan.

- Organize promotional campaigns for FSL activities and follow up the Beneficiaries' registration.
- Prepare the list of selected Beneficiaries according to the vulnerability criteria – defined by FSL PM and FSL Coordinator.

2- Supervises & Monitors the implementation of Food Security and Livelihood activities:

- Conduct administrative tasks related to the FSL project's activities including providing oral and written translation, and drafting correspondences, forms and PowerPoint presentations.
- Support the FSL PM in all areas of projects planning and implementation.
- Visit the projects locations on regular basis, attend parts of the activities and report the findings to the FSL PM.
- Monitor on a regular basis the FSL activities, ensure the smooth and proper functioning and implementation and set up corrective measures as needed.
- Follow up the implementation of FSL activities and collect feedbacks from the FSLFAs on progress, accidents, incidents, problems, difficulties, and suggestion during implementation and take the necessary actions.
- Validate beneficiaries' personal information, personal documents and beneficiaries' lists.
- Validate FSL beneficiaries' attendance list and drop out list.
- Supervise data entry duties related to application forms, evaluation forms, satisfaction impact forms, questionnaires, and any other data entry issues and contribute to analyzing the data with the FSL PM and FSL coordinator to better inform project design.
- Organize and prepare for meetings, events and workshops.
- Collect and maintain FSL projects documents.
- Maintain and updates FSL projects files and back up important materials in electronic format as directed.
- Ensure the compliance of the trainers to contractual conditions.
- Represent PUI in the selection panels for FSL beneficiaries, participate actively in the selection process and validate the final list of selected beneficiaries.
- Ensure the compliance of FSL beneficiaries to the agreement signed with PUI.
- Ensure effective monitoring and evaluation of FSL beneficiaries' progress.
- Confirm that the course regulations are followed, and all FSLFAs, administrative staff, trainers, and Beneficiaries are following the safety procedures.
- Follow up the Monitoring and evaluation of beneficiaries' progress in acquiring skills during the necessary trainings.
- Follow up trainers and administrative staff attendance, validate their attendance sheets and prepare payment sheets for school staffs.
- Follow up trainers' evaluation and conduct the needed actions to replace trainer/s if needed.

3- Assists in the logistical and financial aspects of the project:

- Organize and follow up the logistical preparation related to FSL activities and trainings.
- Collect, compile and prepare the lists of required tools and materials for FSL activities.
- Prepare the purchase requests of the required tools and materials for FSL activities.
- Organize and follow up the distribution of the required tools and materials for FSL activities.
- Collect the technical requirements for the required trainings for FSL activities.
- Assist the FSLPM in the budget follow up for FSL activities

- Represent PUI during meetings at field level.
- Attend meetings as requested by the FSLPM.
- Maintain regular communication and liaising with local NGOs.

4- Provide the internal reporting of the project:

- Collect the FSLFAs' reports related to FSL activities, prepare summary report and submit it to FSLPM.
- Provide the FSLPM with reports about the Livelihoods activities.
- Prepare statistics on monthly basis
- Prepare minutes of meetings.
- Manage the data tools related to FSL activities in department.

The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The Employee could be requested to perform other tasks as his/her Line Manager may judge necessary.

5- Represent PUI for the Vocational Training Project in the field:

REQUIERED SKILLS

- **Education**: Bachelor's Degree in Social Science, Agriculture or any relevant discipline
- **Professional Experiences:**
  Minimum 3 years of experience in livelihood/agriculture-related projects, field team management, and Previous experience with INGO or UN agencies
- **Language skills:** Advanced level in English and Arabic (oral and written)
- **Computer Skills**: Proficient user of MS Office (including Word, Excel, Outlook, and PowerPoint)
- **Technical skills:** Advanced Project Cycle management skills. Good knowledge of livelihood approach (including cash-based interventions).

- **Other required skills:**
  - Understanding of Humanitarian Principles, IHL, CHS
  - Autonomy
  - Report writing skills.
  - Ability to complete multiple tasks in a timely manner.
  - Ability to work under pressure.
  - Leadership skills
  - Communication skills.
  - Organizational skills.
  - Problem solving skills.
    Initiative, creativity, and innovation.

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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/1FAIpQLSdwoSs1Q863vcex6Kz0ufOmzr-ubvPZhS-2oqC77f7u_7tDJw/viewform?usp=publish-editor

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