



JOB TITLE : Support Assistant Based in Raqqa

DEADLINE : 22 September 2026

TYPE OF CONTRACT/DURATION : Expertise Contract

NO OF REQUIRED EMPLOYEES: 1

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

BASED: Raqqa

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))

GENERAL OBJECTIVE

The Support Assistant ensures the effective and timely provision of logistics, finance and HR administrative support to the Raqqa Base, while maintaining accurate records, proper documentation, and compliance with PUI procedures. The position also supports coordination with the Deir Ezzor Field Office to facilitate the smooth and efficient implementation of operations in Raqqa Governorate.

RESPONSIBILITIES AND TASKS

1. Ensure Accountancy & Financial Management at Raqqa
 - Check invoices for accuracy and compliance with PUI regulations before recording entries.
 - Collect money from the bank branch in Raqqa.
 - Manage daily payments and cashboxes in Raqqa.
 - Perform payments to suppliers and ensure daily expenses are tracked.
 - Prepare monthly expense reports.
 - Maintain the cashbook: record transfers, advances, exchanges, and bills.
 - Ensure monthly bills and financial statements are gathered, verified, and submitted to Deir Ezzor Office.
 - Coordinate with Finance Officer for monthly closing and SAGA updates.
 - Prepare SAGA Excel sheets and ensure accurate data import/export.
 - Prepare weekly cash forecasts based on Raqqa mission and project needs.
2. Support Logistics Management at Raqqa Base
 - Organize and monitor daily staff movements in Raqqa.
 - Manage assets and workspace facility services at Raqqa Base.
 - Receive items transferred between Damascus/Deir Ezzor and Raqqa and verify inventory.
 - Prepare daily fuel follow-up tables and submit them to Deir Ezzor Office monthly.

Commented [PSJV1]: that would be reporting to DEZ. DEZ base is responsible for this. DAM only receives consolidated data from DEZ team.

Corrected :**Commented [PA2R1]**



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- Coordinate with the logistics department to ensure efficient operations.
 - Provide overall support for IT-related tasks in coordination with the IT Officer
3. Ensure Procurement Management at Raqqa Base
- Prepare and process procurement documents for field-level purchases.
 - Supply required goods according to purchase requests.
 - Collect quotations and conduct market assessments in coordination with Deir Ezzor Office.
 - Ensure quality and quantity control for all purchased items and services.
4. Provide HR Support to Raqqa Staff
- Gather documents for new staff and send them to HR in Damascus/Deir Ezzor (hard & soft copies).
 - Follow up on contract signatures.
 - Prepare attendance sheets for field staff and send them to the program team in Deir Ezzor monthly.
 - Support HR team in tasks related to Raqqa staff.
 - Update contact lists.
5. Support Deir Ezzor Field Office from Raqqa Base
- Assist Finance Department in Raqqa with monthly closing and reporting.
 - Perform financial tasks in coordination with the Deir Ezzor Finance Officer.
6. Other Tasks
- Scan cashbook documentation monthly.
 - Archive bills and vouchers according to mission financial procedures.

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.

REQUIRED SKILLS:

Education

- University degree in Business Administration, Logistics, Supply Chain Management, Accounting, or related field.

Experience

- Minimum 1 year of experience in supporting operations, preferably in humanitarian or NGO settings.

Skills

- Knowledge of procurement procedures and Finance compliance standards.
- Good analytical and problem-solving skills.
- Ability to plan, prioritize, and manage multiple tasks.
- Strong interpersonal and communication skills.
- Proficiency in MS Office (Word, Excel, databases).

Languages

Commented [PSJV3]: I wouldn't put 3 years. Maybe 1-2 years is better, as it is an Assistant level. Gives us more options in the selecting process

Done :Commented [PA4R3]



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- Fluently spoken and written English
- Good command of Arabic

Dear Appicante,

To apply for this Vacancy, please click on the below link:

https://docs.google.com/forms/d/e/1FAIpQLSf5kle9GT6UKNpdyulwe9UY4ZN_1C8lgTZ-Him3pNVX_SAVtA/viewform?usp=publish-editor

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.

We strongly encourage qualified female candidates to submit applications for the position.