



**PREMIERE
URGENCE
INTERNATIONALE**

JOB TITLE COMMUNICATION AND PARTNERSHIP OFFICER, BASED IN DAMASCUS

DEADLINE : 22 August 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT 6 MONTHS

NO OF REQUIRED EMPLOYEES : 1

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

BASED: 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

Under the direct management of the Grants and Partnership Coordinator, the Grants and Partnership Officer key objective is to map new and existing partners, assessing partner's operational and programmatic capacity, support programme units in the implementation of partner capacity building plans, support in the monitoring of partners' project implementation, and ensure timely submission of .partner reports

The Grants and Partnership Officer will aim to maximize the sectoral and geographical scope of the integrated approach that partners implement separately, as well as to enhance the quality and impact of their humanitarian action by combining resources, complementary expertise and access. The Grants and Partnership Officer will ensure synergy among all partners. S/he will also be responsible for implementing and contributing to PUI partnership and localization strategy in the country.

UNDER THE DIRECT SUPERVISION OF Grants and Partnership Coordinator

RESPONSIBILITIES AND TASKS

1. Communication

➤ Develop and implement communication strategy

- Define and implement communication strategies
- Elaborate and follow up the communication plan of the mission
- Identify topics and angles on which to position the organization publicly and propose communication actions.
- Comply with donor visibility requirements for each of the mission's projects.



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- **Produce content to feed the organization's communication channels on a regular basis**
 - With the validation of the Grants and Partnerships Coordinator, produce the communications content (newsletters, photo reports, articles, leaflets, posters, video...) on a regular basis to feed the organization's communication channels.
 - Develop and follow up PUI social media network accounts in the country
 - Adapt the production of content to the distribution channels for each initiative.

2. Partnerships

- **Develop and implement partnerships strategy**
 - Support Field Coordinators and Heads of Base in the accurate and timely mapping of organisations and potential partners in PUI's areas of operation.
 - Support the organization of coordination meetings with active and potential partners and performs associated tasks.
 - Responsible for launching and leading the assessment and for facilitating the due diligence process of potential partners.
 - Support in drafting partnership agreements, MoUs, templates and annexes.
 - Support in the proper implementation of partners' capacity building plans
 - Develop, review and build on internal PUI capacity building modules, in close coordination with all relevant department.
 - Ensure that a positive and mutually respectful relationship is maintained as all times between PUI and partners and addressing any issues as they arise.

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

➤ **MANDATORY REQUIREMENTS**

Education Background:

- University degree in journalism, communication, international relations/development or project management.

It is desirable to have experience on Photography or Video Production and editing, Documentary production ...

Professional Experience:

- At least two years in a similar position. It is highly desirable to have experience with international/non-governmental organizations and experience in a humanitarian context.

Language skills:

- Excellent writing and editing skills in Arabic and English.

Computer Skills:

- Microsoft Office in addition Adobe CC (Photoshop, Premiere), Final Cut, Canva, Pack Office.



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Other required skills:

- Demonstrated success in clear and concise writing, editing and coordinating production of publications to tight deadlines (articles, press releases, blog posts ...)
- Good photography and video skills
- Knowledge of the current national context (for instance: the regional dynamics; the political, economic and historical characteristics) and of the humanitarian sector
- Strong attention to detail
- Tact and discretion
- Capacity to work in an unstable setting
- Teamwork
- Willingness and ability to travel very regularly (at least once a month), sometimes on short notice

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

- Ability to work independently, take the initiative and take responsibility in a proactive approach
- Good analytical and communication skills
- Self-motivated, flexible and adaptable to the needs of the team and organization
- Strong commitment in humanitarian principles and Identification with PUI's mandate and values
- Resilience to stress
- Diplomacy and open-mindedness
- Organization and ability to prioritize tasks effectively
- Ability to guarantee effective and timely outputs

Dear Appicante,

To apply for this Vacancy,

Please copy below link and fill the PUI Syria- Application form.

<https://forms.gle/gjRseRLu16DvDcJSA>

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

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.