

DEADLINE : 03 May 2026

TYPE OF CONTRACT/DURATION : Expertise contract

NO OF REQUIRED EMPLOYEES : 1

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

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, 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

In the geographical area of responsibility, the Multisectoral Team Leader supports the Program Manager and Field Coordination in the planning, implementation, supervision, and monitoring of multisectoral interventions, primarily across Infrastructure & Habitat (I&H) and Food Security & Livelihoods (FSL).

The role ensures integrated, timely, and quality delivery of activities, while contributing to needs-based program design, operational coordination, and compliance with organizational procedures.

RESPONSIBILITIES AND TASKS

1- Program Implementation and Monitoring

- ➔ Ensure effective **implementation and monitoring of multisectoral projects** (shelter, WASH, public infrastructure, livelihoods, food security, cash-based interventions).
- ➔ Supervise **needs assessments, data collection, and analysis** to inform program design and adaptation.
- ➔ Ensure **technical quality and compliance** with BoQs, specifications, and sector standards (engineering and FSL approaches).
- ➔ Monitor project progress through:
 - Regular field visits (minimum 4–5 per week)
 - Review of daily/weekly reports from field teams
- ➔ Identify delays or constraints and **propose corrective actions** (activities, budget, timelines, targeting).
- ➔ Ensure **beneficiary targeting and registration** based on agreed vulnerability criteria.
- ➔ Oversee **handover processes** for infrastructure works with relevant authorities (where applicable).
- ➔ Ensure proper **documentation, archiving, and photo reporting**.

2- Manage operational Staff and HR follow up:

- ➔ S/He ensures the administrative HR management of his/her team) in coordination with the Head of Base / Field Coordinator / Program Manager.
- ➔ S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed).
- ➔ S/He ensures a regular appraisal process for her/his team in coordination with the Head of Base / Field Coordinator / Program Manager S/he ensures a constant monitoring of her/his team (general and technical).
- ➔ S/He ensures a good communication, coordination, and information level within the team through regular coordination meetings (or other if needed).
- ➔ S/He participates in defining all Infrastructure and Habitat -related positions for the I&H team in his/her base according to the needs and in coordination with the Head of Base / Field Coordinator / Program Manager.
- ➔ S/He supports the Infrastructure and Habitat team in the recruitment process, (elaboration of tests, interviews).
- ➔ In coordination with the Head of Base / Field Coordinator / Program Manager and the HR Department, s/he clearly defines the training needs of Infrastructure and Habitat team and ensures they are able to access training and professional development resources appropriate to their skill gaps/needs.

3- Project Financial follow up:

- ➔ Support budget monitoring and expenditure tracking (OFU / budget tools).
- ➔ Ensure alignment between:
 - Procurement plans
 - Financial forecasts
 - Implementation progress
- ➔ Review and validate invoices and supporting documents before submission to finance.
- ➔ Contribute to budget revisions and forecasting.

4- Project Procurement follow up:

- ➔ He/She, prepares all Purchase Requests (PRs), for projects under his responsibility with all related documents, B.o.Qs and all related annexes before submitting to the procurement department.
- ➔ He/She, supports in attending all opening sessions related to Projects in the base in collaboration with Procurement department and contributes in the technical evaluation of the submitted bids and check all required related documents & experience documents attached in the offers.
- ➔ He/She, follows up with PUI Procurement department, the progress of the procurement process after launching the tender, after finalizing the awarding of the qualified contractors and ensures proper identifying of the dates of contracts signatures
- ➔ S/he contributes to analyzing bids made by suppliers for purchases with stringent technical specifications.
- ➔ In coordination with support department, s/he supports the process defining and selecting Financial Service Provider and/or system management within the framework of Infrastructure & WaSH and FSL programs and in line with PUI processes.
- ➔ He/She supports in collecting and organizing of all signed contracts, with all related documents (site reception certificates, materials samples table, invoices, temporary reception certificates and final reception certificates,...)

5- Represent PUI for the project:

- ➔ S/He ensures representation of PUI (with her/his team, at field level) among partners, donors and different authorities/official entities for the areas which s/he is responsible for in coordination with the Head of Base / Field Coordinator / Program Manager.

- ➔ S/He prepares and organizes field visits with donors or official entities/ local authorities when needed in coordination with the Head of Base / Field Coordinator / Program Manager.
- ➔ Provide the Internal & External reporting of the projects to be submitted to the Head of Base / Field Coordinator / Program Manager and to support in any required modification & inputs before validation of reports by I&H Senior Project Manager / I&H Coordinator.

6- Support in technical design and Proposals of I&H activities and plans and all related reporting:

- ➔ S/He support the Head of Base / Field Coordinator / Program Manager in providing initial proposed targets, locations and activities, work-plans, initial assessment reports in addition to technical design & B.o.Qs based on initial assessment conducted by I&H team and collected information collected from local partners and relevant stakeholders.
- ➔ S/He support in the technical inputs and modifications required in the functional relation with I&H Senior Project Manager / I&H Coordinator to review and validate the provided technical documents and plans related to submission of proposals.
- ➔ S/He support the Head of Base / Field Coordinator / Program Manager in the preparation and elaboration of required reports to be reviewed and validated technically by I&H Senior Project Manager / I&H Coordinator.
- ➔ Support Head of Base / Field Coordinator / Program Manager and Coordination team in conducting the detail assessment of Infrastructure projects and revision of BoQ as and when needed;
- ➔ S/He supports in the writing of concept notes, proposals and budgets for new projects and extensions of projects in coordination with the Head of Base / Field Coordinator / Program Manager, I&H SPM and I&H Coordinator.
- ➔ Any other task assigned by Head of Base / Field Coordinator / Program Manager.

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.



REQUIRED KNOWLEDGE AND SKILLS:

- **Education :** Bachelor Degree in Engineering.
- **Professional Experiences:**
Minimum 5 years of experience in sites supervision and field team management, 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, PowerPoint) and AutoCAD , Photoshop
- **Technical skills:** Advanced Project Cycle management skills. Good knowledge in building materials, technical specification, and local market.
- **Other required skills:**
 - Proven ability to deal with multiple tasks in a courteous and service-oriented manner in a demanding working condition that often has short deadlines.
 - Ability to prepare well-organized reports supported with technical photos from the site.

- Managing priorities, time and deadline.
- Autonomy
- Ability to analyze and suggest improvement
- Communication skills.
- Able to manage stress and pressure.
- Readiness to start the work immediately in case selected.

Dear Appicante,

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/1FAIpQLScM45qdPm6ZfBHIjsMe6cHsWqOMzJ0CLcxGz3Aix-D6qMWIqg/viewform?usp=dialog>

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

Kindly note that Applications will be reviewed on a rolling basis, and the position may be closed earlier than the stated deadline. For this reason, interested candidates are encouraged to submit their applications as soon as possible.