

DEADLINE : 13 September 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT

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

The Water, Sanitation and Hygiene (WaSH) Coordinator is responsible for the development and implementation of the mission's operational WaSH strategy as well as for the quality of current and future WaSH programmes throughout the design, implementation monitoring and evaluation phases. S/he builds the capacity of the mission's WaSH department and provides technical support to the project teams and in particular to the WaSH Project Managers in a functional relationship. S/he represents PUI to the authorities, humanitarian actors and donors for the WaSH sector

RESPONSIBILITIES AND TASKS

➤ **Context Analysis, Strategy & Programme Development**

Context analysis / Strategy / Development : S/he participates in the development of the operational strategy in WaSH and contributes to the design of new relevant WaSH interventions on the mission based on the identified WaSH needs in the country, and in line with PUI WaSH intervention framework, and integrating the principles of market-based programming. In coordination with the WaSH team, s/he monitors WaSH activities in the country and analyses their strengths and weaknesses.

➤ **Programmes quality:** S/he provides technical support in his/her field of expertise to the programme teams, in particular to the WaSH Programme Managers, and ensures the quality and effectiveness of the mission's WaSH programmes.

➤ **Representation / Coordination:** S/he ensures PUI's external representation for the WaSH sector to partners, donors, national authorities and local actors. S/he represents PUI in the WaSH

Cluster / WaSH sector coordination group meetings. S/he contributes to the good information sharing within the WaSH sector.

- **Human Resources / Training:** S/he provides technical support to the project teams and in particular to the WaSH teams. S/he provides support to the project managers for the recruitment of technical staff in WaSH. Working alongside the Head of Mission (HoM) and/or the Deputy HoM for Programs and the HQ WaSH Advisor, s/he identifies key strengths, weaknesses, opportunities and gaps within WaSH department. S/he supervises the content of WaSH training and the quality of WaSH activities on the basis of identified needs.
- **Logistics and Administration:** S/he ensures the teams under his/her responsibility follow logistic and administrative procedures and keeps the logistic and administrative departments informed of any relevant developments.
- **Security:** S/he contributes to the compliance with security rules on the mission and share all information related to security to his/her line manager and/or to the mission's security manager.

SPECIFIC OBJECTIVES AND LINKED ACTIVITIES

- **PARTICIPATE IN THE ANALYSIS OF WASH CONTEXT AND NEEDS, IN THE DEFINITION OF THE WASH STRATEGY AND THE DESIGN OF NEW WASH INTERVENTIONS**
 - 1- S/he ensures the monitoring and analysis of national WaSH policies, national protocols, data and WaSH assistance programmes from key WaSH actors in the country. 4 S/he provides continuous information to his/her line manager, the coordination team and the project teams, especially the WaSH team, on current and emerging WaSH policies, guidelines and approaches at the national level and within PUI.
 - 2- S/he monitors the evolution of humanitarian WaSH needs in the country of intervention in coordination with the project teams harnessing information provided by the WaSH cluster or national WaSH coordination group, and/or, if relevant, by the Cash Transfer Programming (CTP) WG
 - 3- According to his/her analysis in the WaSH sector, s/he suggests to conduct needs assessments to his/her line manager.
 - 4- S/he participates in the identification of WaSH needs in collaboration with the project and MEAL teams, particularly through the integration of WaSH in needs assessment.
 - 5- S/he participates in the definition of terms of reference and, if necessary, in collaboration with the other sectors of intervention carries out multisectorial needs assessments, the results of which s/he analyses to build a base for the WaSH intervention strategy.
 - 6- If necessary, s/he adapts and/or develops data collection tools to be used for WaSH needs assessments, with the support of the WaSH Advisor from headquarters (HQ).

- 7- In collaboration with HQ WaSH Advisor, s/he participates in the development of the mission's operational strategy, in particular for the WaSH sector, in synergy with the other related sectors (Health, Nutrition, FNSL) considering market-based programming and Page 2 /
 - 8- Cash Transfer Programming (CTP) modalities, and in line with PUI's WaSH intervention framework and national policies / international recommendations.
 - 9- S/he participates in the facilitation of annual strategy workshops with the mission's WaSH team, from which s/he formulates recommendations / suggestions for the WaSH department.
 - 10- Based on the needs analysis and the mission's WaSH strategy, s/he suggests new WaSH interventions in line with PUI's WaSH intervention framework and encouraging an integrated multisectoral approach, with the support of the HQ WaSH Advisor.
 - 11- When developing new WaSH interventions, s/he actively participates in the design of WaSH activities by ensuring their technical relevance, contributes to the writing of new project proposals for the WaSH component, makes recommendations on the budget, human resources, logistics and timeframe needed for implementation, and identifies quantitative and qualitative performance indicators.
 - 12- When designing new WaSH interventions, s/he ensures the quality of the interventions by mainstreaming gender and cross-cutting protection principles.
- **MONITOR AND IMPROVE THE QUALITY OF THE WASH PROGRAMMES**
- 13- S/he supervises the implementation of WaSH programmes on technical issues and ensures that WaSH activities are in line with PUI WaSH intervention framework and in line with PUI CTP Program Guide.
 - 14- S/he provides technical support to the WaSH teams by responding to technical questions (definition of activities, technical choices, implementation timeframe, quality control, etc.), and identifying solutions to problems.
 - 15- S/he participates in the adaptation of technical implementation modalities, SOPs, technical guidelines and other framework documents used in WaSH activities, with the support of the HQ WaSH Advisor and/or CTP Advisor.
 - 16- If necessary, s/he contributes to the design and adaptation of tools for WaSH activities.
 - 17- S/he makes regular technical field visits and supervisions to monitor the implementation and improve the quality of WaSH activities.
 - 18- S/he promotes coordination between the different sectors and technical departments in the field (operational meetings, reports, etc.) and ensures an efficient flow of information

between the WaSH teams and the other technical departments for a better implementation of the integrated approach.

- 19-** In collaboration with his/her line manager, the MEAL (Monitoring, Evaluation, Accountability, Learning) department, and consortium partners if necessary, s/he participates in the design and adaptation of monitoring tools for WaSH activities, as well as monitoring plans for each project in order to meet quality and donor requirements, and to measure the impact of the WaSH activities (quantitative and qualitative).
- 20-** In collaboration with the MEAL department if relevant, s/he ensures that the monitoring of programmes with a WaSH component is carried out and validates the monthly PMTs.
- 21-** S/he alerts his/her line manager in the event that delays in project implementation are identified and suggests adjustments (in terms of activities, area of intervention, targets, budget, implementation timeframe, etc.).
- 22-** If relevant and depending on programmes, s/he suggests to conduct technical evaluations of WaSH programmes, participates in the definition of the terms of reference and participates if necessary in the evaluations, the results of which s/he analyses to feed into the intervention strategy.
- 23-** In coordination with the MEAL department if relevant and the WaSH teams, s/he participates in the internal knowledge building strategy for WaSH interventions. S/he ensures the harmonization and capitalization of tools and practices on WaSH projects on the mission in correlation with PUI tools, and participates in the updating of the latter in collaboration with the HQ Technical Department (TD).
- 24-** S/he encourages the experiences and knowledge sharing within the WaSH teams and actively contributes to the knowledge building for the WaSH sector at mission level. 4 If relevant, s/he encourages the production of research questions, assists in the development of research protocols, and supports the implementation of action research on the mission in collaboration with HQ TD and external collaborators.
- 25-** If relevant, s/he promotes the production of research and capitalization documents relating to the mission where appropriate, in collaboration with the HQ WaSH Advisor. 4 In collaboration with other departments and sectors of intervention, s/he ensures that the cross-cutting principles of protection and gender mainstreaming are taken into account in WaSH programmes.
- 26-** S/he ensures that the project/s, methodology, selection criteria do not harm the beneficiaries, PUI teams or any other person. S/he immediately alerts his/her line manager in case teams or beneficiaries are put at risk of harm.

➤ **ENSURE THE EXTERNAL REPRESENTATION AND SECTORAL COORDINATION OF PUI FOR THE WASH SECTOR**

- 27- S/he represents PUI to the national authorities, key humanitarian and development actors (INGOs/LNGOs/CSOs) and donors involved in the WaSH sector, and ensures that good relationships are maintained with each of them in line with PUI's principles.
- 28- S/he actively participates in coordination meetings (cluster or others) and technical working groups in the WaSH sector at national level and/or if relevant with the CTP WG.
- 29- S/he ensures and coordinates with the WaSH teams the sectoral representation of PUI for the WaSH sector to relevant partners and different local authorities.
- 30- In the event of a donor visit, s/he plays an active role in preparing and managing the visit.
- 31- S/he participates in PUI coordination meetings and is an active member.
- 32- S/he participates in the drafting, validates and transmits the internal reports / Sitrep on his/her technical field in WaSH to his/her line manager and to the HQ WaSH Advisor. S/he ensures the follow-up and analysis of WaSH activity reports.
- 33- S/he participates in the drafting, validates and transmits the WaSH technical parts of external reports to his/her line manager and to the HQ WaSH Advisor respecting timeframe and external contractual deadlines (donor reports).
- 34- S/he collaborates with the different departments and technical sectors of the coordination team and ensures an efficient flow of information between the WaSH teams and the other technical departments for a better implementation of the integrated approach.

4. SUPERVISE THE WASH TEAM

- S/he provides a functional technical support to the project managers for WaSH activities of the mission.
- S/he sets up technical coordination mechanisms and organizes technical supervision of the mission's WaSH team.
- S/he participates in the definition of the organizational chart for the WaSH team and has it validated by the HR department, the field coordinator(s) and his/her line manager.
- S/he supports in the definition of all the job descriptions (JDs) of the mission's WaSH team, including the definition of the JDs for the expatriate and national WaSH Project Managers.
- S/he provides an active technical support to the Project Managers for the recruitment of senior national technical profiles in WaSH (definition of Job Descriptions, tests, recruitment interview grids).
- Within his/her team, s/he ensures that each person benefits from an appraisal in writing at least once per contract or per year, and at least before s/he leaves his/her position. S/he may be asked

by his/her line manager to contribute to the appraisal on technical issues for WaSH Project Managers.

- If necessary, s/he participates in the decision to terminate the employment contract of a person in the WaSH team in collaboration with HR department, the Project Manager, the Field Coordinator. 4 S/he is familiar with PUI's Internal Regulations, institutional policies and internal processes on the mission and ensures that his/her team understand and respect them.
- S/he identifies with the Project Managers the training needs for mission's staff for the WaSH sector and accordingly plans organizational, methodological and technical support, etc.
- S/he supervises the organization of external technical training activities and pilots and facilitates internal technical training modules for the WaSH sector in his/her field of expertise.
- If necessary, s/he reviews individual action plans and capacity building plans of the WaSH team members.

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

- Ability to work on own initiative / self-motivated, ability to make suggestions and take responsibility in a proactive approach
- Flexible and adaptable to the needs of the team and organization
- Strong commitment to humanitarian principles
- Resilience to stress
- Diplomacy and open-mindedness
- Good analytical skills
- Good organization skills with an ability to manage priorities and a varied workload
- Ability to guarantee effective and timely outputs
- Problem solving and leadership skills - proactive approach to making suggestions and identifying solutions
- Ability to work and behave in a professional and experienced way
- Proven management ability and inter-personal skills – team player
- Capacity to delegate and to supervise the work of a multidisciplinary team
- Strong commitment to support and develop the capacity of the teams through mentoring and second-layer leadership
- Professional attitude and the ability to build successful working relationships with contacts outside of the projects
- Ability to provide/structure instructions clearly and concisely both orally and in writing
- A high sense of discretion and integrity when dealing with sensitive protection information

- Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

REQUIRED KNOWLEDGE AND SKILLS:**➤ EDUCATION & TRAINING:**

- Advanced to Fluent Level of English language (Reading, Writing, listening, Speaking). Arabic is an asset

➤ PROFESSIONAL EXPERIENCES:

- Minimum 3 years of experience in humanitarian project management
- Experience in WASH programme management
- Experience in needs assessments
- Experience in market-based programming and CVA (desirable)

➤ Technical SKILLS

- Strong project management knowledge
- Good writing and reporting skills
- Team management experience
- Knowledge of donor requirements (BHA, ECHO, UN agencies)
- Proficiency in MS Office

➤ Language skills:

Advanced to Fluent Level of English language (Reading, Writing, listening, Speaking). Arabic is an asset

Dear Applicate,

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/1FAIpQLSewwOvLiiG_0rZxS31i01sqrPMrRaRRf4PrVNqFS86_HRAow/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.