

DEADLINE : 23 October 2025

TYPE OF CONTRACT/DURATION : EXPERTISE CONTRACT / 3 MONTHS

NO OF REQUIRED EMPLOYEES : 1

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

BASED: DER ALZOUR

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 I&H officer will support I&H Field Responsible in supervision, follow up and monitoring of all I&H projects in the areas of intervention and management of I&H technical assistants' team.

RESPONSIBILITIES AND TASKS

Participate in the implementation the HR policies and procedures related to the HR operation job

1- Supervises and monitors the implementation of all I&H activities (Shelter, WASH, etc...):

- S/He supervises the assessment process and execution works in the assigned site locations, in accordance preparation of the Bill of Quantities (B.o.Q), specification & drawings, Invoices and all related documents in coordination with the field responsible.
- S/He supervises and monitors the engineering and technical tasks of the Technical assistants (as built & shop drawing, quality, quantity, collecting and checking the daily reports, photos)
- S/He executes site visits for the site locations on daily basis when needed.
- following up with the contractors and monitoring the execution progress
- He prepares and submits daily and weekly reports for the ongoing activities to the field responsible.
- He assures the good progress of the daily and weekly tasks of the field assistants prepared in coordination with the field responsible.
- S/He coordinates with the field responsible concerning the starting date and the handing over date of the project, informing the field responsible concerning the problems occur during the execution phase.
- S/He receives and checks the samples from the contractors and suppliers, and filling the sample's table, and randomly checking for the execution materials and comparing the matchability with the approved materials.
- S/He assesses any additional potential activities in new sites informed by the field responsible.
- S/He takes best photos for the activities (before-during-executed) works.

2- Manage operational Staff

- S/He participates and supports the field responsible in the administrative HR management of his/her team (daily attendance, leaves management).
- S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed).
- S/He participates in the regular appraisal process for her/his team, in coordination with the field responsible.
- 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) lead by the field responsible.

3- Represent PUI for the project:

- S/He attends the coordination meetings related to his field of work (if requested by the field responsible).
- S/He ensures the smooth coordination with official entities representatives and partners delegates during site visits.

4- Provides the internal reporting of the project:

- S/He provides internal reporting (daily-weekly-monthly) to the field responsible on activities according to PUI internal tools.
- S/He prepares internal reporting according to the needs in coordination with field responsible.

The tasks and responsibilities defined in this Terms of Reference 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:** Bachelor's degree in engineering
- **Professional Experiences:**
 - o Minimum 2 years of experience in sites supervision, Previous experience with INGO or UN agencies
- **Language skills:** good 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:** Good knowledge in building materials, technical specification, and local market.
- **Other required skills:**
 - o Proven ability to deal with multiple tasks in a courteous and service-oriented manner in a demanding working condition that often has short deadlines.
 - o Ability to prepare well-organized reports supported with technical photos from the site.
 - o Managing priorities, time and deadline.
 - o Autonomy
 - o Ability to analyze and suggest improvement
 - o Communication skills.
 - o Able to manage stress and pressure.
 - o Readiness to start the work immediately in case selected.

Dear Applicant,

To apply for this Vacancy,
Please copy below link and fill the PUI Syria application form.

[PUI SYRIA- APPLICATION FORM - I&H OFFICER BASED IN DER ALZOUR LINK OF APPLICATION](#)

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.

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

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
not work by clicking on it, please copy and paste it in the browser address bar.