

DEADLINE: 25 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, 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 Security Officer (SO), under the line management of Deputy Country Director for Operations (DCDOP) is in charge of assisting the mission in implementing safety and security policy of PUI for across bases. SO should understand the day-to-day operating environment in the bases to inform operations by providing regular updates to the DCDOP. The SO will also ensure good working relationships are established, liaising with other INGOs and relevant stakeholders to ensure safe access to the field.

Expected outcomes

- Information Management & Reporting
- Safety & Security
- Access
- Others

RESPONSIBILITIES AND TASKS

1-

INFORMATION MANAGEMENT AND REPORTING

- ➡ Collect information related to security and political context to ensure safety and security of PUI staff and premises in the area/s of intervention.

- ➔ Provide weekly updates and ad hoc reports, if needed, to DCDOP on security-related context.
- ➔ Update on weekly basis and send to DCDOP the Security Incidents Follow Up (SIFU).
- ➔ Coordinate and make ad hoc contacts with other INGOs security counterparts to collect security related information upon needs. Collect information from the other staff on security & safety issues or incidents in the areas of intervention. Create, develop and maintain a liaison network to collect information.
- ➔ Review and validate the Incident Report upon demand from field.
- ➔ Under supervision of the DCDOP, disseminate relevant security instructions and information to staff.

SAFETY AND SECURITY

- ➔ Reports immediately to the DCDOP about any serious security incidents impacting the safety of PUI programs and staff in the Governorates.
- ➔ Coordinate with relevant security agencies, communities and PUI field team, etc. in case of any issue related to security incidents and/or accidents.
- ➔ Upon request from DCDOP, participate in security assessments of areas where PUI is (or is planning to begin) implementing activities, in order to ensure the safety of national and expat staff travelling to those areas.
- ➔ Provide up to date necessary mappings (conflict maps, no go areas, PUI premises locations, road maps. etc.) upon request from DCDOP.
- ➔ Upon request from DCDOP, prepare/update security tools (context report, road book, constant companion).
- ➔ Ensure that PUI security & safety rules (for premises; including office and guesthouse, vehicles and in the field) are followed by all staff during working time and use of PUI premises / facilities; alert the DCDOP, Log Co and other relevant staff to any violations of the rules.
- ➔ Under supervision of DCDOP and Log Co, follow up to ensure that necessary security measures (safe room, fire assembly points, key control, doors, windows, fence, exit gates, etc.) are available in the right condition and place in all PUI premises.
- ➔ Ensure security & safety equipment (first aid kits, fire extinguishers, smoke alarms, hibernation items etc.) are available to PUI staff and well-maintained.
- ➔ Provide input for the update of the security pack, context risk assessment, risk mitigation plan, contingency plan, SOPs and other security documents (BSR).
- ➔ Conduct training and briefings on safety and security topics for staff, drivers and guards, and provide guidance and awareness sessions to them about safety and security on regular basis and when the situation requires.
- ➔ In coordination with the logistics department, supervise the guards to ensure they are performing their duties in relation to security properly and report any security incidents, observations and challenges in a timely manner

OTHER

- ➔ Participate in weekly meeting & provides a security briefing upon request.
- ➔ Participate in security-related internal and external meetings when requested by the DCDOP.
- ➔ Any other tasks assigned by the DCDOP within the domain of access, safety, security and reporting.

DIRECT MANAGEMENT

➤ None

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.

REQUIERED SKILLS:

- **Education:** A bachelor's degree in international relations, Law, Human Rights, Social Work, Humanitarian Affairs, or related fields.
- **Professional Experiences:**
 - Security management in INGOs
 - Analysis of challenging operational environments
 - Liaison and engagement capacity
- **Soft Skills**
 - Reliable, sense of details, rigorous
 - Team player with good interpersonal skills
 - Capacity to train people
 - Able to manage personal stress level
 - Able to adapt communication strategies for different situations
 - Detailed knowledge of Syria's geography, social and political context, including governance structure, processes and customs
 - Knowledge of humanitarian sector, project & proposals to reinforce negotiation mechanism with relevant authorities
 - Good communication, negotiation and representation skills
 - Able to take initiative
- **Languages**
 - Fluency in English and Arabic (written and spoken) required.
- **Software**
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Teams, Outlook).

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

https://docs.google.com/forms/d/e/1FAIpQLSdf0qyn_HGkJnBNslxIf7vw42fL4rBiomuJMUXqS8HONIECPQ/viewform?usp=publish-editor

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