

DEADLINE : 9 May 2026

TYPE OF CONTRACT/DURATION : Expertise Contract

NO OF REQUIRED EMPLOYEES: 1

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

BASED: AS Swedaa

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 Admin & Logistics Officer supports the effective implementation of administrative and logistics operations at base level.

He/She ensures proper follow-up, compliance with internal procedures and donor requirements, and contributes to smooth coordination between departments.

RESPONSIBILITIES AND TASKS

1. Administrative Management

- Ensure proper implementation of administrative processes at base level.
- Support communication with local authorities and external stakeholders.
- Draft and review administrative documents and official correspondences.
- Ensure proper organization of meetings, documentation.

2. Logistics Operations

- Follow up on procurement processes in line with internal procedures.
- Track purchases, deliveries, and supplier performance.
- Monitor stock, assets, and equipment in coordination with logistics team.
- Ensure availability of operational logistics support (office, services, etc.).

3. Monitoring & Follow-up

- Monitor admin and logistics activities and report any issues.
- Ensure proper documentation and tracking of all operations.
- Support budget follow-up related to logistics activities (basic level).

4. Compliance & Procedures

- Ensure activities are implemented according to internal procedures.
- Prepare and organize documents required for audits.
- Apply standard procedures and report any gaps or risks.

5. Coordination & Reporting

- Coordinate with Finance, HR, Logistics, and Programs teams.
- Prepare regular updates and reports as requested.
- Ensure proper information flow between departments.

6. Support & Guidance

- Provide day-to-day support to assistants when needed.
- Support onboarding of new staff on admin/logistics procedures.

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** : University degree in Business Administration, Logistics, Finance, or related field.
- **Professional Experience:**
 - 2–3 years of experience in Administration, Logistics, or similar role.
 - Experience in NGO sector is an asset.
- **Language skills:** Good command in writing and editing documents in English
- **Skills:**
 - Good knowledge of MS Office (Excel, Word, Outlook).
 - Strong organization and follow-up skills.
 - Good communication and coordination abilities.
 - Attention to detail and ability to work under pressure.
- **Technical skills:**
 - Knowledge of humanitarian context is an asset.
 - Reporting and documentation skills.
 - Ability to work in a multitasking environment.
 - Sense of responsibility, discipline, and transparency.

Dear Appicante,
To apply for this Vacancy, please click on the below link:

https://docs.google.com/forms/d/e/1FAIpQLSd7N_E4B6Gc5QsMKZIA1UVHIWY2dZX9HvgoeVnVxLcvPzqrDA/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.

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