

DEADLINE : 15 October 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT

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, 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))

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GENERAL OBJECTIVE

The MHPSS Supervisor is responsible for supervising and supporting the quality implementation of MHPSS activities across supported health facilities and communities, providing technical guidance and capacity building to MHPSS staff, ensuring effective referral and coordination mechanisms, and maintaining accurate monitoring, documentation, reporting, confidentiality,

and continuous improvement of MHPSS services in line with acceptable standards and best practices.

Duties and Responsibilities

Supportive Supervision

- Oversee the planning and implementation of MHPSS activities, including group support sessions, individual counseling, and awareness/community-based psychosocial intervention
- Ensure the integration of MHPSS services within health and nutrition programs in all relevant settings
- Provide technical supervision and support to MHPSS staff, ensuring adherence to best practices and PUI's MHPSS guidelines and SOPs.
- Provision of on-the-job training for MHPSS Officer during supervision.
- To know the use of supervision checklist and how to use it appropriately
- Analyze supervision findings and share feedback with MHPSS Coordinator
- Ensure improvement in the performance of MHPSS team
- Regular and timely reporting of the performed supervisions
- Have commitment, competence, and willingness to receive intensive training, regular on job training and supervision by MHPSS Coordinator
- Able to identify severely affected cases and have an action plan to support them to ensure wellbeing of population
- Function as a co-worker to provide community awareness, volunteers training and supervision to improve the capacity of supervisees to enable them to perform the same activities independently.
- Act as a (co-)trainer under supervision of MHPSS Coordinator to strengthen the MHPSS capacity of selected beneficiaries
- Ensure all work with clients is confidential and that ethical practices are observed in a culturally appropriate way
- Attend all MHPSS trainings given by PUI or by PUI to external partners.
- Assist with any other related activities required by MHPSS Coordinator
- Work in close coordination with all relevant stakeholders.

Referrals and coordination

- Assist in strengthening the referral system and follow up of the relevant activities.
- Ensure the existence of a responsive referral system between the community and health facilities
- Coordinate with other sector leads (health, nutrition, protection) to ensure integrated and comprehensive service delivery.
- Establish and maintain relationships with local partners, government agencies, and other stakeholders.

Human Resources and Capacity Building

- Reviews staff caseload and ensures the staff wellbeing in field office
- Act according to the policy and regulations of PUI
- Be committed to the tasks, accountable for the performance and outcomes; interested in personal development and improvement, and willing to learn more.

- Assist with preparation of training materials for planned trainings
- Co-facilitate training sessions according to training plan
- Use appropriate training methodology
- Support developing and updating training materials and tools in collaboration with the MHPSS Coordinator.

Documentation/ M&E and Reporting

- Implement M&E tools to assess the effectiveness and impact of MHPSS interventions
- Conduct fixed/regular visits to all the HFs to observe and support MHPSS activities, providing feedback and recommendations for improvement
- Contribute to regular reports and project evaluations
- Ensure accuracy of providing the service, reporting, and documentation
- Become proficient with PUI data collection tools, screening, and assessments, and provide reports in a timely and accurate manner.
- Work closely with the database staff and manager to ensure quality reporting.
- Help MHPSS Officer with data entry of collected information from the field.
- Submit monthly supervision reports
- Proactive on proposing different solutions to improve activities
- Ensure the safety and confidentiality of clients' files
- Perform and follow up on any task given by line managers
- Cooperate with provincial focal points in weekly and monthly base data collection from the field.

REQUIRED SKILLS AND QUALIFICATIONS**Education**

Relevant Education in Psychology, Social Work, Mental Health or health related field is preferred

Experience

- Minimum of 1-2 years of experience in humanitarian programming, preferably MHPSS
- Experience in supervising teams or community-based psychosocial programmes is an added value
- Experience in delivery of MHPSS services in PHCCs, Mobile Medical Units (MMUs), or community settings is an added value

Competencies

- High level of integrity and confidentiality.
- Strong organizational and analytical skills.
- Attention to detail.
- Ability to work under pressure.
- Strong communication skills.

Languages

Good English and Arabic Skills.

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/1FAIpQLSfpJd7SU04Z9cRc6DYRDUtwHVg_ze4_0KjoNVK-DA3e7blWKA/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.

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