

DEADLINE : 17 September 2025

TYPE OF CONTRACT/DURATION : EXPERTISE CONTRACT

NO OF REQUIRED EXPERTS : 1

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

BASED: ALEPPO

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

In the geographical area under his/her responsibility, The Education Responsible is in charge of the management and implementation of all Education projects in the areas of intervention).

RESPONSIBILITIES AND TASKS

1- Ensure the implementation and the monitoring of all Education projects in his field of intervention:

- S/He manages the assessment, and execution works in the assigned Education different activities, locations, collecting quality data on targeted populations to better inform project design, assisting in the design and planning of Education activities and for supervising and monitoring their proper implementation.
- S/He manages the handing over process of executed activities with the related official entities and obtains the official signed reception documents.
- S/He assures the close follow-up on the ongoing implementation by all daily reports s/he receives from the Education Field assistants and arranges for biweekly meetings in addition to visiting the activities: locations on regular basis, attend parts of the activities and report the findings to the Program Manager.
- S/He organizes PSS training and follow-up workshops in close liaison with concerned PSS trainers and consultants.
- S/He reviews the training material provided by the training service provider to PSS subjects.
- S/He Drafts capacity building program for social counselors working in the remedial classes, and assists in applying it in the field
- S/He Monitors the implementation of all training sessions dedicated for the team, contractors, and teachers.

- S/He monitors closely the implementation of activities at field level by collecting daily reports from the Education Field assistants for the activities -three times/week at least- in coordination with the Program Manager.
 - S/He supervises the work/tasks schedule of the Education Field assistants, organizes the team's work on a weekly basis in coordination with the Program Manager.
 - S/He Provides the Education Field assistants with technical support when needed.
 - S/He ensures the timely implementation of the activities in coordination with the Program Manager.
 - S/He shares the work progress updates by well-organized reports with the Program Manager on a weekly basis and when needed on a Daily basis.
 - S/He ensures proper coordination and communication with the different stakeholders (local authorities, Municipalities, sub-sector offices ...) in fully coordination with the Senior Base Manager and the Program Manager.
 - S/He ensures that all project documents are correctly filed and archived in addition to collecting and organizing the projects photos after obtaining the consent form from beneficiaries, to be submitted to the project manager when needed.
 - S/He visits PUI office in regular basis and upon the request of the Program Manager to ensure the close coordination and follow up of the projects and discuss all the issues facing the ongoing activities.
- 2- Manage operational Staff**
- /He ensures the administrative HR management of his/her team) in coordination with the project manager & Senior Base Manager.
 - S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed).
 - S/He ensures a regular appraisal process for her/his team in coordination with the Program Manager S/He ensures a constant monitoring of her/his team (general and technical).
 - S/He ensures good communication, coordination, and information level within the team through regular coordination meetings (or others if needed).
- 3- Represent PUI for the project:**
- S/He ensures representation of PUI (with her/his team, at field level) among partners, donors and different authorities/official entities for the areas which s/he is responsible for in coordination with the Senior Base Manager & the Program Manager.
 - S/He prepares and organizes field visits with donors or official entities/ local authorities when needed in coordination with the Head of Base & the project manager.
 - Provide the Internal & External reporting of the related activities and projects.

REQUIRED KNOWLEDGE AND SKILLS:

- **Education :** Bachelor degree in English Language , literature and humanities science or any relevant field
- **Professional Experiences:**
Minimum 5 years of experience in relevant experience , Previous experience with INGO or UN agencies
- **Language skills:** Good Level of English and Arabic languages

- **Computer Skills:** Proficient user of MS Office (including Word, Excel, Outlook, PowerPoint)
- **Technical skills:** PSS Training, Psychological first Aid, Child Protection, GBV, SGBV Training.
- **Other required skills:**
 - Understanding of Humanitarian Principles, IHL, CHS
 - Report writing skills.
 - Training and facilitation skills
 - Ability to complete multiple tasks in a timely manner.
 - Ability to work under pressure.
 - Communication skills.
 - Organizational skills.
 - Problem solving skills.
 - Initiative, creativity, and innovation.

Dear Applicant,

To apply for this Vacancy,

Please copy below link and fill the PUI Syria application form.

[APPLICATION LINK - EDUCATION RESPONSIBLE, BASED IN ALEPPO](#)

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