

DEADLINE : 09, Januarys, 2026

TYPE OF CONTRACT/DURATION : Daily worker

NO OF REQUIRED EMPLOYEES: 1

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

BASED: Rural 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

In the geographical area under his/her responsibility, The FSL Field monitor is responsible for providing administrative assistance and monitoring duties in the field and areas where department carries out its activities, specifically supporting both Multi-Purpose Cash Assistance and Cash for Agriculture interventions. The role includes field level of the MPCA redemption process, monitoring agricultural awareness raising sessions, as well as conducting verification, delivery of the inputs, data collection, and reporting across both programme components.

RESPONSIBILITIES AND TASKS

1- Assists in the preparation phase of the activities:

- Conduct all field visits needed to the affected areas and participate in the verification process and planned surveys, including verifying agricultural land suitability, irrigation water access, and prior farming experience for Cash for Agriculture beneficiaries.
- Actively coordinate with local Department of Agriculture (DoA) representatives and community committees during the preparation and assessment phase to ensure alignment with local Agro-ecological conditions.
- Support the rapid market assessment verification process to confirm local agricultural market functionality, vendor availability, and supply-side readiness for the Cash for Agriculture modality.

- Conduct needs and capacity assessments when requested and propose activities/locations based on the needs.
- Assist in the organization of promotional campaigns for the activities.
- Conduct assessment visits and assist in the selection of targeted implementation locations.
- Assist in the registration and selection of beneficiaries and submit the collected data.
- Collect beneficiaries' data, organize and archive the documents related to impacted families including IDs and ownership certificates.

2- Provides administrative assistance and field monitoring during the implementation of the activities:

- Facilitate the cash distribution process by notifying the beneficiaries about the disbursement dates, attending to the bank or FSP (financial service provider) location and ensuring that all the reception sheets are correctly filled, covering both MPCA transfers and Cash for Agriculture transfers.
- Support the FSL officer & team leader in preparing the monthly payment sheets and collecting all the necessary data and documentation to implement the cash distribution according to the assigned schedule.
- Monitor the activities, track progress, take photos and inform PUI about accidents, incidents, problems, difficulties, or suggestion during implementation of MPCA & FSL activities, including the Cash for Agriculture distributions and awareness-raising sessions.
- Collect beneficiaries' information and, follow up any changes in beneficiaries' data and report it to the project officer.
- Monitor beneficiaries' attendance when they are enrolled in the activities, identify reasons of absenteeism/ drop out, and prepare beneficiaries attendance sheets and drop out list.
- Monitor and evaluate beneficiaries' progress and report the results of the activities to the project officer.
- Monitor trainers and beneficiaries' attendance, and prepare their attendance sheets, with a specific focus on monitoring the contracted expert agricultural trainers delivering the technical awareness-raising sessions under the framework contract.
- Ensuring the contracted agricultural trainers deliver content aligned with local agro-ecological conditions, recommended crop varieties, fertilizers, modern irrigation equipment, and broader sectoral strategies.
- Conduct mandatory field verification of agricultural input utilization, collect and verify required invoices/receipts from beneficiaries, and document crop establishment status
- Plans, prepares and carries out recreational and supporting activities in the field.

- Assist in organizing various surveys and evaluations, conduct them, and deliver the collected data using the evaluation forms adopted by PUI);
- Perform data entry duties related to applications, evaluations, studies, questionnaires, and any other data entry issues.
- Contact stakeholders as requested.
- Assist in the evaluation of the activities and propose adjustments when needed.

3- Assist in the logistical aspect of the activities:

- Assist in the identification of the required materials for the activities, prepare and submit materials' lists including quantities and specifications.
- Assist in organizing and following up the distribution of materials for PUI activities.
- Assist in the procurement of materials for PUI activities.

4- Provide internal reporting of the activities:

- Submits the required reports concerning the activities he/she is in charge of Cash for Agriculture beneficiaries, including input utilization status, invoice documentation, and crop establishment observations, or any other requested report.

5- Represent PUI for Project in the field:

- Attend meetings as requested.
- Liaise with local Department of Agriculture (DoA) representatives and community committees as directed, to support coordination on agricultural technical standards and local context alignment.

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.

Qualification:

→ **Education:** Bachelor's degree in administration management, Agriculture or any relevant discipline.

→ **Professional Experiences:**

Minimum 2 years of experience in MPCA distribution, Cash for Agriculture programming, agricultural input monitoring, invoice verification, livelihood related projects, and Previous experience with INGO or UN agencies.

- **Language skills:** Native Arabic speaker, good level in English writing and reading.
- **Computer Skills:** Good Level in using MS. Office (Word, Excel, PowerPoint and Internet Explorer) Photography & Photo Editing skills.
- **Technical skills:** Organizing skills, monitoring skills, agricultural land and input assessment capabilities, familiarity with Cash distribution and Cash for Agriculture conditionalities and verification protocols, and ability to manage technical awareness raising sessions delivered by contracted trainers.
- **Other required skills:**
- o Autonomy
 - o Report writing skills.
 - o Ability to complete multiple tasks in a timely manner.
 - o Ability to work under pressure.
 - o Communication skills.
 - o Organizational skills.
 - o Initiative, creativity, and innovation.
 - o Knowledge of local agricultural practices, seasonal planting calendars, and agro-ecological conditions in Syria.
 - o Ability to coordinate with government agricultural representatives and community committees.

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/1FAIpQLSelxG4qML-k9mA4rIFMxdWKPZU_jGs1KyrbXXblafmoc9TjjQ/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



**JOB TITLE : FSL Field Monitor (Data
Collector)**

