

DEADLINE : 16 October 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, Lattakia & 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 Monitoring, Evaluation Accountability and Learning (MEAL) Support contributes to implement all MEAL processes and activities required to improve programme quality over the cycle of project implementation, and ensure and demonstrate positive impact on beneficiaries' lives. Under the supervision of the MEAL Officers, the MEAL Daily workers will contribute to the implementation of MEAL activities in the field in data collection for successful delivery and attainment of project goals and objectives.

RESPONSIBILITIES AND TASKS

- Make contact with target households in the assigned geographical area, and share PUI messages as per request of the MEAL Officer/Manager or program teams.
- Coordinate with LRO/HoB for all issues related to access, approval, and communication with stakeholders.
- Conduct interviews and surveys with these households.
- Collect data from these households, ensuring that respondents fully understand the questions being asked.
- Ensure data collection through complete fulfillment of pre-arranged questionnaires and forms using PUI internal tools, including taking pictures of M&E and project activities in coordination with LRO/HoB to ensure staff and beneficiary protection and adherence to PUI's strategic positioning.
- Ensure respect of PUI security protocol by M&E team and in coordination with LRO.
- Ensure data quality.
- Participate in training/information sessions on the data collection to be carried out.

- Respect neutrality rules and the dignity of respondents during data collection.
- Respect time limits for each question.
- Write a daily report in the required format.
- Serve as a potential focal point for the Beneficiary Feedback Mechanism, when assigned, to receive, record, and communicate beneficiary feedback immediately to the BFM focal point.
- In coordination with the MEAL Manager and MEAL Officers, support lessons learned and best practices.

REQUIRED SKILLS**Qualifications and Technical experience/knowledge and skills:**

- Intermediate institute certificate or equivalent
- Willingness to travel to field sites • Good physical and mental health
- Able to work under pressure
- Strong empathy, understanding of and sensitivity to specific needs of most vulnerable populations
- Teamwork and good interpersonal and listening skills
- Flexibility (multi-tasking)
- Adaptability
- Good communicator; negotiation skills
- Accuracy
- Ability to work under stress

Language skills:

- Excellent command of Arabic (spoken and written).
- Good command of English (spoken and written) is a strong asset.

Computer skills:

- Computer and information technology literacy; excellent working knowledge Word is required.

Other required skills:

- Work in line with PUI Data protection SOPs with strong understanding of data confidentiality and security principles.
- Ability to work with people from various cultural groups and background.
- Ability to work in structured manner and independently with limited oversight.
- Demonstrated knowledge of conducting qualitative and quantitative data collection, including mobile data collection is a valuable asset;
- Experience in conducting participatory assessments and surveys is a valuable asset;
- Knowledge and experience regarding Humanitarian Accountability Partnership Standards (HAP) is a valuable asset.
- Clear understanding of Core Humanitarian Standards (CHS) is a valuable asset;

How to apply :

Dear Appicante,

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

https://docs.google.com/forms/d/e/1FAIpQLSfbkY1wCTzStFztHoLogf9304eTLTW0-Klpvyor6Zz_gfFlag/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.

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

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