



## **JOB TITLE : Infrastructure & Habitat Officer , Based in Raqqa**

**DEADLINE :** 22 September 2026

**TYPE OF CONTRACT/DURATION :** EXPERTISE CONTRACT

**NO OF REQUIRED EMPLOYEES :** 1

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

**BASED:** Raqqa

### **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 Infrastructure and Habitat (I&H) Officer is responsible for the follow up of the field-level implementation, technical supervision, and quality assurance of rehabilitation projects specifically focused on bakeries rehabilitation & supplying and installation of bread production line, supplying and installation of flour mills, and sieving facilities. The officer will oversee all stages of the mentioned projects including of civil works, equipment provision, factory monitoring, installation, and operationalization. Working closely with contractors / suppliers, technical consultants, and field teams, the I&H Officer ensures full compliance with approved technical specifications, safety protocols, and .quality standards.

### **RESPONSIBILITIES AND TASKS**

- Support in conducting verification visits to the manufacturing locations to check the quality and compliance of the equipment before supplying to the site.
- Monitors the mechanical installation, alignment, calibration, and commissioning of bakery production machinery (e.g., spiral mixers, dividers, rounders, proofers, rotary/tunnel ovens, cooling conveyors, Dough Trough Lifter, the oven, the hood, and wrapping units) in accordance with technical specifications, manufacturer manuals, and food-grade safety standards.
- Follows the time schedule agreed upon with the contractor and equipment suppliers, as approved by the Team Leader / Project Manager; prepares and submits Daily Progress Reports to the Infrastructure & Habitat TL / PM.
- Follows up on and measures the executed mechanical works (e.g., piping runs, ductwork, structural steel supports, conveyor assemblies), informing the I&H TL / PM of any discrepancies between signed quantities and executed deliverables.
- Verifies and calculates the quantities of machinery, spare parts, and components delivered to the work locations.

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- Supports in verifying invoices submitted by the contractors / suppliers and signs those invoices.
- Oversee testing and commissioning processes in coordination with relevant stakeholders (UNDP team, responsible Governmental entities).
- Assists in receiving works and equipment from contractors and suppliers, signing formal reception and commissioning certificates.
- Assists in the final handover process of the fully operational bakery line to the relevant entity representatives (e.g., local authorities, cooperatives, or municipal management).
- Train end users on equipment operation, safety procedures, and routine maintenance.
- Coordinate regularly with suppliers, partners, and project management teams.
- Prepare technical progress, quality assurance, and compliance reports.
- Document lessons learned and best practices.
- Represent PUI in joint field visits and meetings with local stakeholders & donor

*The tasks and responsibilities defined in this Terms of Reference 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.*

### REQUIRED SKILLS

- **Education:** Bachelor's degree in Mechanical Engineering, or a relevant technical discipline.
- Minimum of 2 years of proven, hands-on experience in the installation, commissioning, operation, and maintenance of industrial bakery production lines
- Demonstrated technical experience working with INGOs, UN agencies, or industrial manufacturing/food processing sectors in infrastructure and equipment rehabilitation.
- **Technical Skills:**
  - Proven expertise in developing, reviewing, and managing specialized BoQs, technical specifications, and cost estimations for industrial or food-processing facilities (bakeries and mills).
  - Familiarity with factory monitoring, equipment installation workflows, and commissioning procedures.
  - Proficiency in engineering software (e.g., AutoCAD, MS Project).
- **Soft Skills:** High mobility for frequent travel across operational sites, strong problem-solving skills, excellent interpersonal communication, and effective coordination across multidisciplinary teams.
- **Language Skills:** Professional proficiency in Arabic and English (written and spoken).

### Duration

➡ 3-4 months

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/1FAIpQLScgh4QizhzqhbWb8EAKSoSVSiDEyG-IPQEH9ISnDhobJ83sPA/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.



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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  
not work by clicking on it, please copy and paste it in the browser address bar.