

DEADLINE : 03 July 2026

TYPE OF CONTRACT/DURATION : Expertise contract

NO OF REQUIRED EMPLOYEES : 1

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

BASED: Deir Ezzor

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 Health Project Manager is responsible for the implementation and supervision of all health activities within the project, and manages PUI's human and financial resources dedicated to these activities.

RESPONSIBILITIES AND TASKS

- **Programs:** He/She ensures qualitative implementation and monitoring of health program(s) falling under his/her responsibility, while respecting PUI's health policy and intervention framework, and applying the key principles of protection mainstreaming.
- **Human Resources:** He/She supervises the Health Team (PUI salaried employees and, as the case may be, daily paid workers).
- **Logistics and Administration:** He/She ensures compliance of activities falling under his/her responsibility with logistical and administrative procedures.
- **Representation:** He/She represents the association before partners, authorities and local actors involved in the implementation of health programs.
- **Safety:** He/She contributes to efforts aimed at ensuring compliance with safety rules at the site, and transmits all information relating to safety concerns to his/her immediate supervisor.

- **Strategy:** He/She contributes to the development of new interventions on the basis of identified needs.

SPECIFIC OBJECTIVES AND LINKED ACTIVITIES

1- Programme Implementation & Monitoring

- Ensure beneficiaries and local populations understand project objectives and actively participate in implementation
- Plan activities and ensure timelines are met; report delays and propose solutions
- Work closely with the Health Coordinator on strategy, technical decisions, and reporting
- Ensure compliance with project objectives and performance indicators
- Monitor and analyze epidemiological data
- Conduct needs assessments related to pharmaceutical supplies (drugs, consumables, equipment)
- Ensure implementation of monitoring and evaluation activities
- Analyze collected data and share with relevant stakeholders
- Ensure proper archiving of project documents and verification sources
- Submit internal and external reports within deadlines (SitRep, donor reports)
- Contribute to mission monthly and quarterly health reports
- Ensure compliance with PUI health policy and intervention framework
- Submit requests for new health activities when needed
- Ensure integration of protection, gender, and inclusion approaches
- Promote gender equality and health equity across all interventions

2- Team Management

- Ensure team awareness and compliance with PUI Internal Rules
- Prepare job descriptions and participate in recruitment and termination processes
- Ensure regular performance evaluations
- Establish coordination mechanisms and supervision structure
- Identify training needs and organize capacity-building activities
- Develop and maintain team organizational chart

3- Logistics & Financial Management

- Identify and communicate needs for pharmaceutical supplies in line with budgets
- Ensure procurement requests are realistic and aligned with procedures

- Contribute to supplier selection and tender processes
- Ensure appropriate storage of medical supplies
- Communicate logistical needs (vehicles, communication tools)
- Organize delivery, distribution, and storage processes
- Provide inputs for monthly cash flow forecasts
- Monitor budgets, identify discrepancies, and propose adjustments

4- Ensure Representation of PUI Before Health Actors

- Represent PUI before local actors and maintain good relationships
- Participate in coordination meetings
- Support preparation and organization of donor visits

5- Safety & Risk Management

- Ensure team compliance with safety plans and procedures
- Report safety concerns and incidents
- Ensure activities do not put beneficiaries or staff at risk
- Ensure availability of appropriate safety equipment (e.g. PEP kits, gloves)

6- Contribute to the Development of New Proposals

- Identify health needs with Field Coordinator
- Contribute to the design of project proposals
- Support development of gender-sensitive health programs
- Participate in mission strategy development



REQUIRED KNOWLEDGE AND SKILLS:

- **Language skills:** Advanced to Fluent Level of English language (Reading, Writing, listening, Speaking). Arabic is an asset
- **Education degree:**
 - Essential:**
 - Health professional (medical doctor, nurse, pharmacist, midwife, public health professional)
 - Desirable:**
 - Public Health Project Management
- **Work experience:**
 - Humanitarian experience
 - International experience
 - Technical experience
- **Technical Skills**
 - Essential:**
 - Good writing skills
 - Knowledge of project management

Desirable:

- Knowledge of institutional donor procedures (OFDA, ECHO, AAP, UN agencies)

➤ **Required Personal Characteristics (fitting into the team, suitability for the job and assignment) :**

- Ability to work independently while taking initiatives and showing a sense of responsibility
- Ability to withstand pressure
- Sense of diplomacy and openness of spirit
- Analytical skills
- Organization and manage priorities
- Good brainstorming and trouble-shooting skills
- Ability to work and manage affairs professionally and with maturity
- Ability to integrate the local environment into operations, in its political, economic and historical dimensions

Dear Appicante,

To apply for this Vacancy, Please click on the below link and fill the PUI Syria- Application form.

<https://docs.google.com/forms/d/e/1FAIpQLSdvvDBq9tEh2oBEo4eITtK7tLnHn3wwkMwZWtq6ja8FYChwkQ/viewform?usp=dialog>

(If the link above dose not work by clicking on it, please copy and paste it in the browser address bar).

Kindly note that Applications will be reviewed on a rolling basis, and the position may be closed earlier than the stated deadline. For this reason, interested candidates are encouraged to submit their applications as soon as possible. Female candidates are strongly encouraged to apply for this position.