

DEADLINE : 07 October 2026

TYPE OF CONTRACT/DURATION : Employmentnet CONTRACT

NO OF REQUIRED EMPLOYEES : 1

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

BASED: 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

The MEAL Officer supports the MEAL Coordinator in ensuring effective country-level monitoring, data management, analysis and reporting. The position compiles, verifies and analyses programme data received from all bases, produces consolidated country-level information, and supports bases when required. The MEAL Officer also serves as the main focal point for Accountability and the Beneficiary Feedback Mechanism, ensuring that beneficiary feedback is safely received, documented, followed up and used to strengthen programme quality and accountability.

The position includes frequent travel to areas of implementation, field offices, and other areas as requested and directed.

RESPONSIBILITIES AND TASKS

- Coordinate country-level MEAL activities and provide support to any base as requested by the MEAL Coordinator, including during staffing gaps or periods of increased workload.
- Compile, verify, consolidate and analyse data from all bases, provide regular updates on programme progress against indicators, and contribute to country-level internal and donor reporting.
- Coordinate monitoring visits, baseline and endline assessments, market assessments, and other assessments as requested.
- Act as PUI's main country-level focal point for Accountability and the Beneficiary Feedback Mechanism (BFM), ensuring that all feedback channels remain functional, accessible, confidential and regularly monitored.

- Ensure that all feedback is accurately registered, categorized, referred, followed up and closed within the required timeframe, and that sensitive or high-risk cases are escalated through the appropriate channels.
- Analyse BFM data across all bases and regularly report key trends, recurring concerns, response times, pending cases and recommendations for programme improvement to the MEAL Coordinator.
- Provide regular updates to the MEAL Coordinator on programme progress, challenges, beneficiary feedback, learning and other MEAL-related matters.
- Support data quality checks across the bases when needed and share the findings with the MEAL Coordinator.
- Support the rollout and consistent use of information management systems and databases, ensuring the timely submission, completeness and accuracy of data from all bases.
- Design MEAL tools for data collection, analysis and dissemination.
- Support the MEAL Coordinator in building the capacity on MEAL, Accountability and BFM processes.
- Document lessons learnt and support their use in programme decision-making.
- Perform other duties as requested by the MEAL Coordinator.

Other Requirements:

- Ability to work in structured manner and independently with limited oversight.
- Knowledge and experience regarding HAP.
- Ability to remotely manage individuals
- Excellent data analysis and report-writing skills
- Demonstrable experience of developing monitoring and evaluation tools.
- Experience providing training and support to project staff.
- Excellent negotiation and communication skills, including a supportive working style.
- Understanding of various donor requirements such OFDA, ECHO, UN, e.t.c.

Qualifications & Experience

- Bachelor's degree in relevant field.
- Minimum of 2 years of experience working for INGOs in the field of monitoring and evaluation.
- Native Arabic with good professional English, both written and spoken.
- Willingness to travel very frequently to field sites and percent of the time.
- Experience working with International NGO's, UN agencies, line ministries and/or local authorities;
- Experience working in monitoring and evaluation of Shelter, Education, Livelihoods WASH sectors in an emergency and post emergency context
- Experience in participatory assessment and community-based monitoring approaches;
- Clear understanding of Core Humanitarian Standards (CHS);
- Experience with capacity building of staff in the area of MEAL, and in convening and facilitating trainings and workshops
- Excellent analytical and report writing skills (English & Arabic required)
- Ability to work in structured manner and independently with limited oversight.
- Ability to remotely manage individuals
- Excellent data analysis and report-writing skills

- Excellent negotiation and communication skills, including a supportive working style.
- Understanding of various donor requirements such OFDA, ECHO, UN, e.t.c.

How to apply :

Dear Appicante,

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

<https://docs.google.com/forms/d/e/1FAIpQLSdDt1XgM22jrBL6984HNII-uAM4XVxxhylkdN6ucu9npiTTNw/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.

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