

**DEADLINE :** 28 OCTOBER 2020

**TYPE OF CONTRACT/DURATION :** EXPERTISE CONTRACT / 6 MONTHS

**NO OF REQUIRED EMPLOYEES :** 1

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

**BASED:** DER EL ZOUR

#### **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 Field Responsible is in charge of the management and implementation of all I&H projects in the areas of intervention).

#### **RESPONSIBILITIES AND TASKS**

- 1- **Ensure the implementation and the monitoring of all I&H projects (shelter, WASH, school rehabilitation, public facilities..etc..) in his field of intervention:**
  - S/He manages the assessment and execution works in the assigned I&H different activities locations, in accordance with the Bill of Quantities (B.o.Q), needed tender documents, specifications & drawings, in fully coordination with the project manager.
  - S/He manages the handing over process of executed projects with the related official entities and obtains the official signed reception documents.
  - S/He assures the close follow-up on the ongoing implementation by all daily reports s/he receives from the site supervisors and arranges for biweekly meetings with the responsible contractors in the site in addition to sending official letters /emails to the contractors when needed in fully coordination with the project manager.
  - S/He monitors closely the implementation of activities at field level by collecting daily reports from the site supervisors with paying site visits -three times/week at least- in coordination with the project manager.
  - S/He supervises the work/tasks schedule of the site supervisors and field assistants, organizes the team's work on a weekly basis in coordination with the project manager.
  - S/He Provides the site supervisors and field assistants with technical support when needed.
  - S/He ensures the timely implementation of the project in coordination with the project manager.

- S/He shares about the work progress by well-organized reports with the project manager on a weekly basis and when needed on a Daily basis.
- S/He ensures proper coordination and communication with the different stakeholders (local authorities, Municipalities, sub-sector offices ...) in fully coordination with the Head of Base and the project manager.
- S/He ensures that all project documents are correctly filed and archived in addition to collecting and organizing the projects photos, to be submitted to the project manager when needed.
- S/He visits PUI office in regular basis and upon the request of the project manager to ensure the close coordination and follow up of the projects and discuss all the issues facing the ongoing activities.

**2- Manage operational Staff**

- S/He ensures the administrative HR management of his/her team ) in coordination with the project manager & Accountability Officer.
- S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed).
- S/He ensures a regular appraisal process for her/his team in coordination with the project manager,
- S/He ensures a constant monitoring of her/his team (general and technical).
- S/He ensures a good communication, coordination and information level within the team through regular coordination meetings (or other if needed).

**3- Represent PUI for the project:**

- S/He ensures representation of PUI (with her/his team, at field level) among partners, donors and different authorities/official entities for the areas which s/he is responsible for in coordination with the Head of Base & the project manager.
- S/He prepares and organizes field visits with donors or official entities/ local authorities when needed in coordination with the Head of Base & the project manager.

**Qualification:**

- Advanced level of English (writing and speaking).
- Good knowledge of AutoCAD, Photoshop and Office programs.
- Minimum of 5 years of experience in sites supervision and field team management.
- Advanced Project Cycle management skills.
- Good knowledge in building materials, technical specification, and local market.
- ability to prepare well-organized reports supported with technical photos from the site.

**Specific Vacancy Requirements:**

- Proven ability to deal with multiple tasks in a courteous and service-oriented manner in a demanding working condition that often has short deadlines.
- Managing priorities, time and deadline.
- Autonomy
- Ability to analyze and suggest improvement
- Communication skills.
- Previous experience with INGO or UN agencies.
- Resident of Deir Ezzour governorate.
- readiness to work in different locations of Deir Ezzour Governorate.
- readiness to start the work immediately in case selected.

**How to apply :**

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

<https://docs.google.com/forms/d/e/1FAIpQLSfczBPrLrCQWBt9vfrCZCoVI9dUaneJlgCfoyYaRUatc9L1w/viewform>

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

**PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO APPLY BY 13<sup>TH</sup> OF OCTOBER 2020**