

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

**NO OF REQUIRED EMPLOYEES :** 1

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

**BASED:** HAMA

**DEADLINE:** 23 APRIL 2021

#### **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 Assistant is responsible to give technical & supervision support to the site supervisor (Bill of Quantities, specification, drawings, measuring quantities) in all PUI-I&H related projects and activities in the areas of intervention.

#### **RESPONSIBILITIES AND TASKS**

##### **1- Monitoring Tasks:**

- S/He prepares and submits the assessment report attached with photos which should be taken properly for each category of works.
- S/He assists in the monitoring process of the execution works in the assigned work location in accordance with the B.O.Q, quotations, specification & drawings.
- S/He notifies officially the site supervisor about the variation occur in each location.
- S/He follows up the time schedule agreed with the contractor, site supervisor and approved by the field responsible.
- S/He prepares and submits to the site supervisor the Daily Progress Reports attached with progress photos which should be taken properly for each category of works.
- S/He helps in the handing over process of the site location to the related official entity representative (Municipality, governorate, ministry, SARC).

##### **2- Evaluation Tasks:**

- S/He visits the assigned work location in coordination with the site supervisor and collects all the preliminary data related to I&H planned activities
- S/He visits the assigned work location in cooperation with the site supervisor; fills the assessment form, Bill of Quantities (B.o.Q) based on the minimum standards.
- S/He helps in preparing drawings and B.o.Q when needed (draft or shop drawings during construction, sketches and estimates for new proposals).

- S/He follows up, measures the executed quantities, and informs the Site Supervisor about any discrepancies between the signed quantities and executed one.
- S/He follows up the quality of the executed works and the equipment delivered to the project site, in this regards he should inform Site Supervisor about any discrepancies between the quality of delivered items and the one agreed in the initial specification.
- S/He helps in receiving the works from the contractors and suppliers, signing the certificate of reception, calculating the quantity of delivered goods/equipment to the work locations.

**QUALIFICATION:**

- Bachelor degree in civil/architect engineering
- Good level in English and Arabic (oral and written)
- Previous experience with NGO, INGO or UN agencies is preferable.
- Minimum of 2 years of experience in rehabilitation projects / Field.
- Good knowledge of AutoCAD, Photoshop and Office programs (Excel, Word and PowerPoint).
- Able to prepare bill of quantities, tests the quality and measures quantities.

**SPECIFIC VACANCY REQUIREMENTS:**

- Managing priorities, critical time and deadlines.
- Demonstrating/safeguarding ethics and integrity.
- Demonstrate Analytical skills.
- Have understanding of priorities and needs of the affected communities and population in Syria.
- Good communication skills.
- Able to manage stress and pressure.
- Team player
- Strong personality.
- Hard worker
- Well organized.

Dear Appicante,

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

[https://docs.google.com/forms/d/e/1FAIpQLSeQNJTWtRdOkbPowXd1g0o2uf3PGM5WERjU\\_8hBlKqctetwKA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeQNJTWtRdOkbPowXd1g0o2uf3PGM5WERjU_8hBlKqctetwKA/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  
07<sup>TH</sup> OF APRIL 2021**