

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

DEADLINE: 25 MAY 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 Site Supervisor is responsible for supervising all I&H activities and projects in the areas of intervention.

RESPONSIBILITIES AND TASKS

1- Supervises and monitors the implementation of all I&H activities (Shelter, WASH, etc..):

- S/He supervises the assessment process and execution works in the assigned site locations, in accordance preparation of the Bill of Quantities (B.o.Q), specification & drawings, Invoices and all related documents in coordination with the field responsible.
- S/He supervises and monitors the engineering and technical tasks of the field assistants (as built & shop drawing, quality, quantity, collecting and checking the daily reports, photos)
- S/He executes site visits for the site locations on daily basis when needed.
- following up with the contractors and monitoring the execution progress
- He prepares and submits daily and weekly reports for the ongoing activities to the field responsible.
- He assures the good progress of the daily and weekly tasks of the field assistants prepared in coordination with the field responsible.
- S/He coordinates with the field responsible concerning the starting date and the handing over date of the project, informing the field responsible concerning the problems occur during the execution phase.

- S/He receives and checks the samples from the contractors and suppliers, and filling the sample's table, and randomly checking for the execution materials and comparing the matchability with the approved materials.
 - S/He assesses any additional potential activities in new sites informed by the field responsible.
 - S/He takes best photos for the activities (before-during-executed) works.
- 2- Manage operational Staff**
- S/He participates and supports the field responsible in the administrative HR management of his/her team (daily attendance, leaves management).
 - S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed).
 - S/He participates in the regular appraisal process for her/his team, in coordination with the field responsible.
 - 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) lead by the field responsible.
- 3- Represent PUI for the project:**
- S/He attends the coordination meetings related to his field of work (if requested by the field responsible).
 - S/He ensures the smooth coordination with official entities representatives and partners delegates during site visits.
- 4- Provides the internal reporting of the project:**
- S/He provides internal reporting (daily-weekly-monthly) to the field responsible on activities according to PUI internal tools.
 - S/He prepares internal reporting according to the needs in coordination with field responsible.

QUALIFICATION:

- Bachelor degree in engineering.
- Good level in English and Arabic (oral and written)
- Previous experience with NGO, INGO or UN agencies is preferable.
- Minimum of 5 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.



**JOB TITLE – INFRA & HABITAT SITE
SUPERVISOIR - DER EL ZOUR**

Dear Applicante,

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

<https://docs.google.com/forms/d/e/1FAIpQLSe0z4VoBhhzjbNc7wIrDMS-E8dx0Y3ZNf-sEp8zVZnVFd2Pqw/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 10TH OF MAY 2021