

DEADLINE : 07 NOVEMBER 2020

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 6 MONTHS

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, Lattakia & 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 Livelihood Project Officer is responsible for collecting quality data on targeted populations to better inform project design, assisting in the design and planning of LH activities; and for supervising and monitoring their proper implementation.

RESPONSIBILITIES AND TASKS

- Participate in the preparation phase of the LH activities
- Plan and supervise the data collection, needs identification, and studies for LH activities.
- Frequently collect information on populations' needs in areas of operation and support LH PM with analysis to inform project design and adaptation during implementation.
- Assist LH PM in the project design process and actively contribute to department brainstorming sessions at launch of project design.
- Assist in the preparation of the project work plan.
- Organize promotional campaigns for LH activities and follow up the Beneficiaries' registration.
- Prepare the list of selected Beneficiaries according to the vulnerability criteria.
- Supervises & Monitors the implementation of Livelihoods activities.
- Conduct administrative tasks related to the LH project's activities including providing oral and written translation, and drafting correspondences, forms and PowerPoint presentations.
- Support the LH PM in all areas of projects planning and implementation.
- Visit the projects locations on regular basis, attend parts of the activities and report the findings to the LH PM.
- Monitor on a regular basis the LH activities, ensure the smooth and proper functioning and implementation and set up corrective measures as needed.
- Follow up the implementation of LH activities
- Validate beneficiaries' personal information, personal documents and beneficiaries' lists.

- Validate LH beneficiaries' attendance list and drop out list.
- Supervise data entry duties related to application forms, evaluation forms, satisfaction impact forms, questionnaires, and any other data entry issues and contribute to analysing the data
- Organize and prepare for meetings, events and workshops.
- Collect and maintain LH projects documents.
- Maintain and updates LH projects files and back up important materials in electronic format as directed.
- Assists in the logistical aspect of the project.
- Organize and follow up the logistical preparation for trainings related to LH activities
- Prepare the purchase requests for the logistical aspect of LH activities.
- Organize and supervise the distribution of the logistical aspect of LH activities.
- Represent PUI for the livelihood Project in the field and attend meetings as requested.
- Provide the internal reporting of the project.
- Provide the LHPM with reports about the Livelihoods activities.
- Prepare statistics on monthly basis
- Prepare minutes of meetings.
- Manage the data tools related to LH activities in department.

QUALIFICATION:

- University degree in Economic, Agriculture, Education or any other related discipline
- A minimum of two years of relevant experience, preferably in livelihood, small business, administration, vocational training within an NGO.
- Good level of spoken and written English and Arabic.
- Good knowledge of Ms. Office package.
- Good skills in photographing.

SPECIFIC VACANCY REQUIREMENTS:

- Priorities for applications which submitted with first 10 days.
- Communication skills
- Organizational skills
- Creativity and innovation
- Hard-working and Stress management
- Problem Solving
- Report writing skills

Dear Appicante,

To apply for this Vacancy, please copy below link:

https://docs.google.com/forms/d/e/1FAIpQLScvKTwjHcBY6jnMMZ106PZcs1D5zYLZpi_ejNj8iP1-sYtVIVA/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 22 OCTOBER 2020.