

**DEADLINE :** 17 February 2026

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

**NO OF REQUIRED EMPLOYEES:** 1

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

**BASED:** DAMASCUS with frequent trips to the field

#### **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 Infrastructure and Habitat Coordinator supports the DCD-P in providing leadership, strategic vision and technical support to all aspects of the Infrastructure and Habitat projects in Syria.

#### **RESPONSIBILITIES AND TASKS**

**1. Define, develop and implement the operational programing in the Infrastructure and Habitat sector:**

- S/He develops the strategy for the Infrastructure and Habitat activities in Syria in close coordination with the the DCD-P.
- S/He technically defines the Infrastructure and Habitat component in the whole programming strategy at mission level in close coordination with the the DCD-P
- S/He ensures a proactive follow-up on the Infrastructure and Habitat situation in the different areas of intervention in close coordination with the Field Operation Manager and the DCD-P
- He/She provides monitoring of the Infrastructure and Habitat coverage provided by local authorities and NGOs in the country.
- S/He identifies and monitors other unmet Infrastructure and Habitat needs in the affected areas and explores the potential of PU addressing those needs. In close coordination with the Field Operation Manager, s/he conducts additional needs assessments, as required by DCD-P
- S/He supports the writing of concept notes, proposals and budgets for new projects and extensions of projects in coordination with the Project Responsibles and the DCD-P

- Ensure Infrastructure and Habitat programming is conflict-sensitive and aligned with Do No Harm, Protection mainstreaming, and Accountability to Affected Populations (AAP) principles.
- Integrate environmental sustainability, climate resilience, and disaster risk reduction (DRR) considerations into Infrastructure and Habitat designs and implementation.
- Lead or contribute to context, access, and operational risk analyses related to Infrastructure and Habitat interventions, including mitigation measures.
- Contribute to emergency preparedness and contingency planning related to Infrastructure and Habitat needs.
- Support rapid assessments and emergency scale-up of Infrastructure and Habitat responses during sudden-onset crises..

**2. Provide technical and operational support to the ongoing projects:**

- S/He ensures that Infrastructure and Habitat projects are in line with PU Infrastructure and Habitat policies and guidelines, donor agreements and country program strategy.
- S/He supervises and follows up the implementation of the Infrastructure and Habitat activities in the areas of intervention (objectives achievement, follow up of the indicators, respect of the work plan ...).
- S/He supports Project Responsible in reviewing the activities work plan, objectives, budget, whenever an update is needed.
- S/He leads the technical kick-off meeting for each project
- S/he supervises the technical quality of Infrastructure and Habitat -related activities ensuring regular field visits, providing technical advice to Infrastructure and Habitat staff (responding in a timely manner to technical questions, analyzing problems and identifying solutions), meeting the different stakeholders.
- S/He contributes to creating and improving the monitoring tools of the Infrastructure and Habitat activities in close collaboration with the DCD-P and ensures their correct use.
- S/He identifies the best practices in Infrastructure and Habitat activities and ensures their capitalization.
- S/He shares documentation about Infrastructure and Habitat sector with the team.
- S/He sets up a formal coordination mechanism for the Infrastructure and Habitat project(s) and ensures its follow up (meetings, reports...).
- Ensure compliance with local regulations, building codes, and authorization frameworks, in coordination with authorities and legal/compliance teams.
- Ensure Infrastructure and Habitat activities comply with international technical standards (e.g. Sphere, Shelter Cluster guidance, WASH–Shelter interface standards).
- Validate technical designs, BoQs, drawings, and technical specifications for major Infrastructure and Habitat interventions.
- Ensure health, safety, and security (HSS) standards are applied at worksites, including contractor compliance.
- Oversee the establishment and implementation of quality assurance and quality control (QA/QC) mechanisms for construction and rehabilitation works.

**3. Represent PU for the Infrastructure and Habitat sector:**

- S/he represents PU to Infrastructure and Habitat authorities and institutional stakeholders involved in implementing Infrastructure and Habitat projects and ensure good relationships are maintained with each of them.
- S/He prepares and organizes field visits with donors or local authorities when needed, in coordination with the DCD-P and the Project Manager/Team Leader and Field Operations Manager.

- Actively participate in and contribute to relevant clusters, sector working groups, and technical coordination platforms at national and sub-national levels.
- Ensure alignment and complementarity of PU interventions with government plans, donor priorities, and other actors' interventions.
- Contribute to inter-sectoral coordination, particularly with WASH, Protection, Health, and FSL where Infrastructure and Habitat overlaps.

**4. Manage the Infrastructure and Habitat team:**

- S/He directly manages Project Responsible implementing Infrastructure and Habitat activities.
- S/He ensures the technical supervision of the Infrastructure and Habitat team.
- S/He participates in defining all Infrastructure and Habitat -related positions for the mission.
- S/He supports the Infrastructure and Habitat team in the recruitment process (draft and/or validation of the job descriptions, elaboration of tests, interviews).
- S/He ensures the administrative HR management of the Project Responsible (daily attendance, leaves management) in collaboration with the HR department.
- S/He ensures the good administrative HR management in the Infrastructure and Habitat Department.
- S/He ensures that the Infrastructure and Habitat team complies with PU internal rules.
- S/He ensures timely completion and submission of appraisals for Infrastructure and Habitat staff.
- S/He ensures the definition of clear and realistic objectives for Infrastructure and Habitat staff, the follow up of these objectives, the update of the job descriptions/terms of reference when needed.
- In coordination with the Project Responsibles/Team Leaders and the HR Department, s/he clearly defines the training needs of Infrastructure and Habitat staff and ensures they are able to access training and professional development resources appropriate to their skill gaps/needs.
- Support the capacity strengthening of local partners, municipalities, and community-based actors involved in Infrastructure and Habitat activities.
- Promote local ownership and sustainability, including operation and maintenance (O&M) considerations and handover strategies.
- Support the development of local contractor and supplier capacity, in coordination with Logistics and Compliance teams.

**5. MEAL**

- Ensure Infrastructure and Habitat projects are supported by robust MEAL frameworks, including outcome-level indicators.
- Support evaluations, technical audits, and lessons learned exercises related to Infrastructure and Habitat programming.
- Promote innovation and adaptive programming, including new construction techniques, materials, or implementation modalities adapted to the Syrian context.
- Ensure systematic capitalization and dissemination of lessons learned within PU and externally when relevant

**6. ENSURE logistical, administrative and financial monitoring of the Infrastructure and Habitat projects:**

- S/He approves the procurement plan for projects.
- S/He validates purchases according to PU authority matrix.
- S/He ensures that procurement process for the projects needs is running smoothly and gives recommendations when needed in order to improve the process.
- S/He is kept informed about the budget follow up analysis and approves any decision to be taken related to the modification of the Infrastructure and Habitat budgets (reallocation, change of activities, project extension...) in coordination with the DCD-P.
- In collaboration with the logistics coordination, he/she contributes to analysing bids made by suppliers for purchases with stringent technical specifications
- Ensure Infrastructure and Habitat projects comply with donor compliance requirements, particularly for procurement, cost eligibility, and asset management.
- Contribute to cost-efficiency reviews of Infrastructure and Habitat interventions.
- Support internal and external audits related to Infrastructure and Habitat projects.

**7. Ensure the internal and external reporting of the department:**

- S/He centralizes internal reporting on Infrastructure and Habitat activities prepared by Project Responsibles (according to PU internal tools), completes and finalizes it before submission to the DCD-P.
- S/He reviews the external reporting prepared by Project Responsibles/Team Leaders according to the needs (reports to local authorities, to donors), completes and finalizes it before submission to the DCD-P.
- S/He is responsible for the liaison with his/her technical counterpart of Infrastructure and Habitat stakeholders and for sending any needed regular reporting on the activities.

*tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The employee could be requested to perform other tasks as his/her Line Manager may judge necessary.*

**REQUIRED SKILLS:**

- **Education**
  - Master's degree in engineering
- **Language skills:**
  - Excellent command of written and spoken Arabic and English
- **Professional Experiences:**
  - At least 8 years of experience in a similar position (INGOs Preferable /private companies)
- **Knowledge and Skills**
  - Knowledge of procedures of institutional donors
  - Good analytical skills
  - Organization and ability to manage priorities
  - Proactive approach in making proposals and identifying solutions
  - Excellent communication and reporting skills
  - Ability to work independently, take initiative and take responsibility
  - Diplomacy and open-mindedness
- **Technical skills**
  - Advanced Project Cycle management skills

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

[https://docs.google.com/forms/d/e/1FAIpQLSe\\_astEC3u4E4uUptF7eT9idLirmaYPSRYp5te6zyPpEqLSGQ/viewform?usp=publish-editor](https://docs.google.com/forms/d/e/1FAIpQLSe_astEC3u4E4uUptF7eT9idLirmaYPSRYp5te6zyPpEqLSGQ/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.

**We strongly encourage qualified female candidates to submit applications for the position.**