

**DEADLINE :** 1 March 2026

**TYPE OF CONTRACT/DURATION :** EMPLOYMENT CONTRACT / 3 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 following tasks lie in COMPLIANCE AND AUDIT SPECIALIST, Responsibility,

- Quality Control / Quality Assurance in relation with PUI regulations and procedures.
- Identify & Mitigate Inherent Risks i.e.
- (Fiduciary / Operational / Reputational / Legal / Compliance)
- Nurture & Cultivate a Compliance based Environment.

#### **RESPONSIBILITIES AND TASKS**

##### **1. PUI Regulations / Guidelines / Policies & Procedures / Internal Controls:**

- Monitor/Evaluate/Revise the Compliance, Implementation, Soundness, Adequacy, and Effectiveness of existing Operating Policies, Procedures, and Internal Controls.
- Propose, Draft, modify and implement new Policies, SOP's, and Internal Controls in coordination with DHOMA and in line with the context's legal scene.
- Follow up on all improvement plans and actions.

##### **2. Donor Regulations / Guidelines / Policies & Procedures:**

- Ensure the dissemination of all Donor PPAs/AoCs/FLAs Regulations within PUI via Project Kick-Off & Periodic Follow-Up meetings such as:
  - Ethics Requirements: SGBV / PSEA, Child Protection, Data Protection, Code of Conduct, Anti-Fraud Anti-Corruption and Feedback Mechanisms.
  - Reporting Requirements: Financial, Narrative, Procurement and Anti-Terrorism / Sanction Screening.
  - Installment / Payment / Liquidation Requirements.
  - Admin Requirements.
  - Audit Requirements.
  - Compliance Requirements.
  - Termination and Amendments Clauses.
  - Force Majeur Clauses.
- Guarantee the correct implementation of all Donor Procedures pertaining to PUI's Support Division in coordination with DHoMA.
- Main Focal Point for all Donor Compliance based inquiries.
- Active member of Compliance Working Groups for Donor Consortiums.
- Widely accustomed to Finance / Procurement guidelines of a variety of Donors such as: OFDA, ECHO, SDC, UNHCR, UNOCHA, UNHABITAT, UNICEF, WFP.

### **3. Internal (Field + HQ) & External Audit Functions:**

- Develop, Implement and Maintain a periodic - Field Based - Internal Audit Control Function to check the eligibility of PUI Syria Mission's Financial Expenses / Procurement Purchase Files / HR Personnel & Recruitment Files.
- Main Focal Point for HQ's Quarterly Global Internal Audit Assessment.
- Main Focal Point for all External Audit Missions into PUI Syria Mission.
- Responsible to lead and support all preparations of External Audit Missions into PUI Syria Mission and HQ's Monthly Audit Assessment in link with Finance, Procurement, HR, Grants and Program departments, and reply to all questions and queries made in this regard.
- Relay the findings raised by external auditors and resulted by both HQ / Field internal audits alike to concerned staff members from Syria Mission / HQ and develop recommendations / evaluations into actionable steps that management and staff can undertake and implement alike.
- Follow up on the recommendations previously relayed and ensure deadline for corrections are met on time

### **4. Field Visit Examinations / Financial Spot Checks:**

- Conduct Ad-Hoc – as requested by DHoMA – & Periodic Field Visit Examinations / Financial Spot Checks into the mission's Head Office and Field Bases across Syria for the sake of:
  - Examining Compliance Gaps pertaining to PUI's Finance, Procurement, Admin & HR Policies & Procedures.

- Ensure that Cash handling procedures is respected and all procurements is conducted in compliance with PUI guidelines.
- Pinpoint all the Restrictions preventing Field Bases' Accountability Officers/Assistants from properly executing given chores and eventually achieving significant/acceptable results.
- Assist in the preparation of all remedial processes/measures/actions when it comes to Support Division obligations.
- Ensure the accurate/sound implementation of all newly laid procedures/methods.
- Create a performance-based follow-up scheme over a pre-determined monthly lifespan basis.
- Disseminate end-results including recommendations / appropriate measures to be taken with relevant staff members in coordination with DHOMA.

**5. Compliance / Risk Management:**

- Main Focal point for Compliance / Risk Management in terms of Donor Ethics Guidelines.
- Ensure effective implementation of Compliance / Risk Management Framework across PUI's operations.
- Draft and send a Monthly Risk Analysis Control Reports including recommendations and best practice advises for all support departments.
- Fill out Compliance/Risk related documents such as Risk Registry, Risk Management Plan, Compliance Checklists, Self-Assessment Checklists, AFAC Checklist etc.
- Ensure that all Control Measures stated in the RMPs are implemented.
- Ensure all agreed upon Corrective Actions are applied.
- Report the progress of Compliance / Risk Framework Implementation Plan and report evidence of Non-Compliance.
- Ensure compliance with Donor rules and regulations by reporting evidence of non-compliance to the Donor through the agreed-upon communication channel.

**6. PSEA & AFAC Responsibilities + Training / Awareness**

- PSEA / Anti-Fraud Anti-Corruption Main Focal point in PUI-Syria Mission.
- Design and Delivery of effective tools and create innovative approaches to counter PSEA / AFAC across PUI Syria Mission in coordination with DHOMA.
- Support the development of all PUI PSEA / AFAC strategy and programs.
- Conduct regular Trainings on topics of PSEA and AFAC including but not limited to Code of Conduct training packages, Internal Controls, Fraud Detection and Reporting via current Feedback Mechanisms.
- Develop or adapt training materials as deemed appropriate.
- Conduct/Support in the Internal Investigations of allegations of suspected PSEA / AFAC or misconduct and produce all required reports in coordination with DHOMA and in line with PUI's Investigative Procedures.
- Advise PUI staff on PSEA and reduction of fraud, corruption and unnecessary waste to encourage good practices and minimize wrongdoings.

- Work with colleagues to incorporate best practice into risk and control activities.

**7. Procurement Emphasized Tasks:**

- Maintain and systematically update PUI's Pre-Qualified Supplier/Service Provider/Contractor Lists with all discretion, fairness and in line with the context's legal scene, Universal Sanction Embargo Lists (OFAC, EU, UN).
- Responsible for the yearly "Vendor Call for Expression of Interest" and Vendor Grading System.
- Develop, Implement and Maintain a selection criterion for all invited bidders into PUI's internally announced RFQs.
- Generate updated drafts of Procurement Contracts for sake of being in line with the Syrian Context in coordination with PUI's Legal Advisor.
- First Line of Validation of all Procurement Contracts in addition to a Periodic follow-up on its implementation and financial progress.
- "Emergency Response Contracts" Follow-up liaison in between Program and Support Division.
- Focal Point for all inquiries with all Vendors as a whole.
- Develop tools to support the QC/QA requirements of the Procurement/Program i.e. Project Post Evaluation Reports, Reference Checks etc.

**8. Admin / Legal Emphasized Tasks::**

- Oversee the Admin Dept.
- Ensure the Quality of the Organization Correspondences.
- Follow up and Check the MoUs signed between PUI and SARC as well as with all other line Ministries.
- Follow up the Visas and the Administration aspects of the Expatriates in Syria.
- Main Focal Point with PUI's Translation Service Providers.
- Main Focal Point with PUI's Legal Advisor pertaining to all support division matters.
- Responsible for PUI's SMS Announcement Services.

**9. Reporting Duties:**

- Report the results of all monthly assigned duties of each department to DHOMA.
- Timely inform DHOMA of risks and challenges regarding support functions and propose solutions and actions to improve.

**10. Archiving Duties:**

- To be responsible for the documentation of grants by creating a single file per grant with all the necessary documents.
- To be responsible for the documentation of written procedures and all documentation related to the program according to PUI archiving procedures.

**11. Archiving Duties:**

- Present PUI in any meeting in relation to his/her work and requested by the DHOMA

**12. Others Tasks:**

- Any other work related task and asked by the Line Manager.

**Qualification:**

- **Education**  
University degree in Administration or a relevant field
- **Professional Experiences:**  
Minimum 3 year experience in a similar position. Relevant Compliance experience with INGOs will be highly appreciated
- **Knowledge and Skills**  
Rules & Procedures in INGOs, reporting procedures, Audit Procedures, very strong awareness on donor's general guidelines (ECHO, USAID, EuropeAid, UN Agencies...)
- **Languages**
  - Arabic
  - English fluently in oral and written.
- **Computer skills.** Excellent in MS Office
- **Desired experiences for entry into the role:**
  - Knowledge of humanitarian actors
  - Good management and pedagogical skills
  - Excellent communication and diplomacy skills

Dear Applicante,

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

<https://docs.google.com/forms/d/e/1FAIpQLSdi8ZSAAHiyUjMCHni9GHZGV12cmQC-DfWqgndhYJEn-MSG-g/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.**