

DEADLINE : 07 DECEMBER 2019

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)).

RESPONSIBILITIES AND TASKS

- 1- Assist in the preparation phase of the project, including the conducting need assessments, and supporting the design of activities.
- 2- Supervises & Monitors the implementation of E&P activities:
 - Conduct administrative tasks related to the E&P project activities as providing oral and written translation, and drafting correspondences, forms and PowerPoint presentations.
 - Visit the projects locations and regular basis, attend parts of the activities and report the findings to the E&P PM.
 - Monitor on a regular basis the E&P activities, ensure the smooth and proper functioning and implementation and set up corrective measures as needed.
 - Follow up the implementation of E&P activities and collect feedbacks from E&P FAs on progress, accidents, incidents, problems, difficulties, and suggestion during implementation and take the necessary actions.
 - Draft training terms of references (TOR) for E&P Activities.
- 3- Assist in the logistical and financial aspects of the project:
 - Compiles and prepares financial documents (payment sheets, attendance sheets...) related to E&P activities.
 - Assist in the preparation and building of budget related to E&P project.
 - Organize and follow up the logistical preparation for training workshops related to E&P activities.
 - Collect, compile and prepare list of school supplies, student kits, office supplies, E&P training workshops requirements, and other requirements of E&P activities.

- Prepare the purchase requests for school supplies, student kits, office supplies, E&P training workshops requirements, and other requirements of E&P activities.
 - Organize and follow up distribution of school supplies, student kits, office supplies, E&P training workshops requirements, and other requirements of E&P activities.
- 4- Represent PUI for the E&P activities in the field, by attending meetings requested by E&PPM.
- 5- Provide the internal & External reporting of the project:
- Collect the E&P FAs' reports related to E&P activities, prepare summary report.
 - Provide reports about the E&P activities.
 - Prepare statistics regarding E&P activities on monthly basis.
 - Prepare minutes of meetings.
 - Manage the data tools related to E&P activities in the department

Qualification:

- University degree.
- A minimum of three years of relevant experience, preferably in education, administration, protection activities within an NGO.
- Good level of spoken and written English and Arabic.
- Good knowledge of Ms. Office package.
- Good skills in photographing.
- Previous experience in child protection, psychological support activities is preferable.

Specific Vacancy Requirements:

- Communication skills
- Organizational skills
- Creativity and innovation
- Hard-working and Stress management
- Problem Solving
- Report writing skills

Dear Applicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSe2eX1UMnTvWz4AJidiZe9UywaCewQm1Tjt9S7FaV1HvtgvLw/viewform>

If the link below dose not work by clicking on it, please copy and paste it in the browser address bar.