

DEADLINE : 15 November 2025

TYPE OF CONTRACT/DURATION: EMPLOYMENT CONTRACT UPON FUND AVAILABILITY

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)).

Overall Objective:

The Health and Nutrition Focal Point will serve as the main field liaison and technical reference for the preparation and implementation of the upcoming Health and Nutrition need.

He/She will ensure operational coordination, data collection organization, and technical follow-up between the mission, local stakeholders, and the external consultant leading the assessment.

RESPONSIBILITIES AND TASKS

1. Coordination and Liaison

Act as the primary focal point between field teams, coordination office, and the “external evaluator”.

Facilitate communication and ensure all logistical, administrative, and technical needs for the assessment are met.

Liaise with local health authorities, partners, and communities to obtain authorizations and ensure participation.

Coordinate the writing and proofreading phase with the various members of the teams, participate in this project proposal writing phase.

2. Preparation of the Assessment

Support the “external evaluator” in planning field visits, sampling sites, and identifying key informants.

Assist in the development or adaptation of assessment tools (questionnaires, FGD guides, KII checklists).
Support the recruitment and briefing of enumerators or local data collectors.
Ensure that ethical, cultural, and safety protocols are respected.

3. Data Collection and Field Supervision

Prepare, review, organize all secondary data, collect as much as possible in advance, integrate data already collected from the January 2025 assessment and by the team.
Supervise and support field data collection in PHCCs, hospitals, and communities.
Ensure the quality and consistency of collected data and proper documentation.
Report daily progress and challenges to the “external evaluator” and coordination team.
Provide technical guidance on basic health and nutrition concepts to field teams to ease data collect.

4. Analysis and Reporting Support & project proposal

Contribute to the preliminary analysis of findings (identification of main needs, gaps, and priorities).
Participate in debriefings and validation workshops with local stakeholders.
Support drafting of the field sections of the assessment report (context, key findings, recommendations).
Support and definition of activities to be proposed to donors, drafting of the logical framework with the external evaluator and drafting with Grants department of the project proposal for Donors

5. Cross-cutting Responsibilities

Ensure the inclusion of gender, protection, and MHPSS considerations within the assessment approach.
Promote coordination with WASH and food security actors when relevant.
Uphold PUI’s principles of neutrality, impartiality, and independence throughout all activities.

Required Profile

Required knowledge and skills		
	required	Desirable
Training	Degree in medicine (including nurses), public health, nutrition, or related field	Strong experience in: Public health & Project management
Professional Experience - Humanitarian - International - Technical	- Minimum 3 years of experience in health programs, with at least 1 year in assessment, monitoring, or coordination roles. - Previous experience in Syria or similar contexts desirable	- Sharing an assessment report that has already been published or co-produced - Previous work with an NGOs
Knowledge & Skills	- Good understanding of primary health care, nutrition, and Health system. - Experience in data collection and qualitative/quantitative	- Knowledge of procedures of institutional donors OFDA, ECHO, AAP, UN agencies, etc.)

	assessments. Excellente coordination and communication skills. - Good written communication skills - Knowledge of project management - Good Analysis capacities	
Languages	- Arabic (fluent) - English (professional working level)	
Software Pack Office (excel is mandatory)	- Proficiency in Excel, Kobo/ODK, and data visualization tools.	- Canva or any presentation / visualiton graphic model.
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
Organized, proactive, good analytical and interpersonal skills, cultural sensitivity, and ability to work independently in complex settings.		

Dear Applicant,

To apply for this Vacancy,
Please copy below link and fill the PUI Syria application form.

[PUI SYRIA- HEALTH FOCAL POINT / SPECIALIST BASED IN DAMASCUS - LINK OF APPLICATION](#)

If the link above does 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.

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities