

**DEADLINE :** 20 JUNE 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, Latakia & 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 Education & Protection Project Officer is responsible for collecting quality data on targeted populations to better inform project design, assisting in the design and planning of E&P activities and for supervising and monitoring their proper implementation.

### **RESPONSIBILITIES AND TASKS**

#### **1. Assist in the preparation phase of the project:**

- Plan and supervise the data collection, needs identification, and studies for E&P activities.
- Frequently collect information on populations' needs in areas of operation and support E&P PM with analysis to inform project design and adaptation during implementation.
- Assist E&P 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 E&P activities and follow up the Beneficiaries' registration.
- Plan and supervise the training of teachers and school staff.

#### **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.
- Support the E&P PM in all areas of projects planning and implementation.
- Conduct frequent site visits as needed.
- 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 feed backs from E&P FO & E&P FAs on progress, accidents, incidents, problems, difficulties, and suggestion during implementation and take the necessary actions.

- Ensure the compliance of trainers to contractual conditions.
  - Supervise & validate data entry duties related to training materials, evaluation forms, questioners and any other data entry issues and contribute to analyzing the data with the E&P PM and Education & Livelihoods coordinator to better inform project design.
  - Organize and prepare for meetings, events and workshops.
  - Collect and maintain E&P project's documents.
  - Maintain and updates E&P project's files and back up important materials in electronic format as directed.
  - Order and safe keeps office supplies.
- 3. Supervises & Monitors the implementation of Active learning training:**
- Draft training terms of references (TOR) for Active learning workshops,
  - Plan, organize, supervise and monitor the implementation of Active learning training workshops for MoE Teachers.
  - Define and collect training needs and required materials.
- 4. Assist in the logistical and financial aspects of the project:**
- Compiles and prepares financial documents (payment sheets, attendance sheets...) pertaining to the compensations of E&P teachers, school staff and other participants in the E&P activities.
  - 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.
- 5. Represent PUI for the E&P activities in the field:**
- Attend meetings as requested by E&P PM.
  - Represent PUI during meetings at field level.
- 6. Provide the internal & External reporting of the project:**
- Collect the E&P FAs' reports related to E&P activities through E&P , prepare summary report and submit it to E&P PM.
  - Provide the E&P PM with 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.
  - Act as PUI focal point for correspondence with MoE.

**REQUIRED SKILLS:**

- **Language skills:** Very Good Level of English and Arabic languages
- **Computer Skills:** Proficient user of MS Office (including Word, Excel, Outlook, PowerPoint)
- **Technical skills:** Previous experience in Education and Protection Sectors is preferable
- **Other required skills:**
  - Understanding of Humanitarian Principles, IHL, CHS
  - Report writing skills.
  - Ability to complete multiple tasks in a timely manner.



**PREMIERE  
URGENCE  
INTERNATIONALE**

**JOB TITLE : EDUCATION AND PROTECTION  
PROJECT OFFICER - DAMASCUS**

- Ability to work under pressure.
- Communication skills.
- Organizational skills.
- Problem solving skills.
- Initiative, creativity, and innovation.

Dear Applicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSf88vSIG-3wa5Z1XwzCMfdZ7KSXsyMvsYEov7t5qW6AXo5OKw/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 04 JUNE 2020.**